

Collaborative Stewardship Starter & Builder Kit

Example: Network Manager Job Description

Network Manager Job Description

Santa Cruz Mountains Stewardship Network

The Santa Cruz Mountains Stewardship Network (scmsn.net) hired a new Network Manager in June of 2016.

A Network Manager's primary job is to help build a cohesive, resilient network that supports the mission as outlined in the [Memorandum of Understanding](#). The role of a network leader is not to run an organization. Instead, the role is designed to help the network convene, connect, communicate, coordinate and collaborate around its shared purpose.

Primary Responsibilities

The Network Manager creates, cultivates, and ensures high quality relationships and collaborations that advance the mission of the network. Primary responsibilities are to:

Convene the Network

- Help design and facilitate network convenings
- Organize convening logistics, including meeting locations, catering, materials, reminders, etc.

Catalyze the Network

- Support new member onboarding
- Facilitate connections between network participants
- Support network participants to more deeply connect their organization with the work of network

Coordinate the Network

- Coordinate and join monthly Core Team & Impact Team meetings and calls, identifying points of intersection and bottlenecks, and helping to connect network participants with other network members or regional leaders for assistance or support
- Track project progress, outcomes, bottlenecks
- Capture key takeaways and next steps from convenings
- Regularly update the network dashboard and provide monthly updates

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- Manage network finances and budget
- Perform site visits to stay aware of network projects and stewardship collaborations between participants
- Coordinate with other regional networks to identify points of intersection
- Maintain the network's technological infrastructure (Basecamp, Google Docs) and keep them up to date

Communicate with and for the Network

- Function as primary point of contact for the network internally and externally
- Connect with each individual participant of the network to understand their work, their organization, how the network can support the participant and their organization in service of shared goals as outlined in the MOU, and how the participant and their organizations can support and more strongly engage with the network
- Keep network conversations vibrant and alive
- Reach out to drifting participants and find creative ways to re-engage them in the network

Resource the Network

- Support and lead network fundraising efforts with the Resource Impact Team and the Core Team
- Work with network members to identify and secure in-kind contributions, including meeting locations, transportation, catering, materials, etc.

Essential Skills

- Strong interpersonal abilities, with a willingness to cross boundaries and work with diverse people
- Solid facilitation and presentation skills
- Exceptional attention to detail, super organized, great time management
- Dynamic problem-solving skills
- Comfortable with technology

Personal Characteristics

- Deep passion for the mission
- Personal humility, servant leader, network entrepreneur
- Knows how to ask for and receive help
- Proactive, self-starter, loves to take initiative with an urgency to get the job done

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- Understands the big picture and larger context of the work, systems thinker
- Ability to see all sides of an issue
- Patient, stays cool under pressure
- Great sense of humor, ability to see the positive
- Loves nature and the region

Requirements

- Must have access to a car and be able to drive
- Must be willing to live in or near the Santa Cruz Mountains region

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