Carbon Cycle Institute

Job Announcement:

Title: Partnerships and Capacity Building Coordinator
Location: Hybrid, Remote/CCI Office (Petaluma, CA)

Who We Are

The Carbon Cycle Institute (CCI) is a 501c3 non-profit organization whose mission is to stop and reverse global climate change by advancing natural, science-verified solutions that reduce atmospheric carbon while promoting environmental stewardship, social equity, and economic sustainability. We fill a unique niche among nonprofits by supporting and working with a diverse group of strategic partners, including farmers and ranchers, public agencies, local governments, university researchers, and mission- aligned organizations and businesses. CCI's staff of six provides scientific and technical expertise, planning assistance, training and educational services, policy development, and advocacy work.

CCI serves as a strong advocate, technical resource, and partner with California Resource Conservation Districts (RCDs) in the formation of seven Regional Agriculture and Climate Hubs, embracing over 40 RCDs to support climate-beneficial land management practices in their communities, advancing conservation of natural and agricultural resources, land stewardship and climate resilience and mitigation. Our efforts to facilitate regenerative, climate beneficial changes in agricultural production systems focuses attention and investments at the scale where change needs to occur, at the local level.

Position Summary

The Coordinator will lead the development and execution of CCI's overall strategy on partnership development. As a central focus of CCI's partnerships, the Coordinator will co-lead CCI's collaboration with the RCD Regional Agriculture and Climate Hubs (Hubs) to build the Hubs' overall capacity to scale natural and working land climate solutions in California. The Coordinator will support building the capacity of its core partners through a range of strategies and approaches, including but not limited to: collaborative planning and coordination; education and training; regional and statewide needs assessments; fund development; and advancement of local, regional and state public policy and programs. The full range of the Coordinator's scope of work and roles is summarized below.

Principal Roles & Responsibilities

- *CCI Regional and Statewide Partnership Development*
    - Facilitate development and implementation of CCI's long-term strategy for partnership development and capacity building, with a near-term emphasis on the Hubs.
    - Track, address, and advocate for partners' capacity building needs, focused on CCI core expertise, at local, regional and state level in partnership with CCI program staff.

- *Partnership Development and Technical Support*
    - Build and steward strategic partnerships and coalitions that support agricultural climate solutions by streamlining communication and collaboration among statewide partners, including UC Cooperative Extension, USDA NRCS, California Department of Food and Agriculture (CDFA), agricultural associations, universities, and others.
    - Organize and support education and outreach activities, including workshops, field days, and webinars, in support of strategic partnerships and goals.
    - Represent CCI work in conferences and meetings, including with State agencies.
    - Build understanding among a variety of stakeholders and policy-makers about the potential for agricultural climate solutions and the technical and financial funding supports needed to implement these solutions.

- *Statewide Hubs Strategy Development*
    - Lead internal planning and management for CCI's leadership and participation in the Hubs.
    - Collaborate with and support the California Association of Resource Conservation Districts (CARCD) and Hubs leadership in strategic planning and work planning and coordination.
    - Provide continuity between past, present, and future Hubs strategic visions.

- *Statewide Hubs Support and Coordination*
    - In collaboration with CARCD, plan and facilitate statewide Hubs meetings, including quarterly reporting meetings and retreats.
    - Serve as the CCI point-person for Hubs and their Governance Committees.
    - Track and anticipate technical, training and capacity needs of the Hubs with regard to near and long-term strategic plans and work with CARCD and CCI staff on strategies to support these needs.
    - In coordination with CARCD and Hubs policy work, monitor, engage in and coordinate Hub participation in

statewide projects and opportunities, including the California Conservation Planning Partnership and the California Natural Resources Agency Natural and Working Lands Climate Smart Strategy.
    - In partnership with CARCD and CCI staff, provide support to Hubs in developing regional carbon sequestration assessments, regional strategies for scaling, and regional implementation plans.
    - Support Hubs in modeling and building leadership, facilitation, and organizing skills.
    - Ensure open, transparent and regular communication and coordination across all Hubs.
    - As needed, provide support to CARCD's Statewide Hub Coordinator on agreed upon projects and priorities, as defined through the Hubs' annual strategic plans.

- *Statewide Hubs Fund Development and Management*
    - Work with Hubs and CARCD to develop a strategic fund development plan and support grant proposal planning, development, submittal to secure funding and resources needed to sustain the Hubs as a statewide partnership.
    - Lead on all CCI contracting, invoicing and payment needs related to regional and statewide partnerships, including the Hubs work.

- *Program Management and Administration*
    - Administer grants and contracts with state and federal agencies, foundation funders, and RCDs, where appropriate.
    - Track progress towards deliverables, write reports to funders, and serve as the communications hub between funders and Hubs and other strategic partnerships.
    - Manage budget and timeline in accordance with contracts.

Skills and Qualifications

This position requires the following skills. If you do not meet the job requirements listed, please tell us why you might be a good fit anyway*:*

- Demonstrated experience with supporting, organizing, and facilitating multi-stakeholder groups or multi-organization networks, including: group or member facilitation, collaboration, co-learning and/or organizing; building member and overall network capacity to scale impact, including needs assessments, training, strategic planning, and project development.
- Demonstrated experience building partnerships in the public, private, and nonprofit sectors; skilled at group facilitation, team building and collaboration; and comfort with and adept at conflict management/transformation.
- At least five (5) years' experience working in the field of natural resources and environment, agriculture and working lands sector, and/or related social and economic change work.
- Understanding and working knowledge of climate change, agriculture/working lands and/or nature-based solutions, and ecology and their intersection.
- A cooperative, professional, and entrepreneurial disposition, with an ability to navigate ambiguity and create vision/direction in building new and efficient group/network processes and systems.
- Strong communications and demonstrated ability and comfort with communicating with agricultural stakeholders, government agencies, policy makers and elected officials.
- Excellent project and event (often virtual) management skills.
- Excellent written and verbal communication skills; particularly technical and grant writing skills. Writing samples may be requested.

Compensation

This is a full-time salaried position, with a starting annual salary of $85,000–$95,000, commensurate with experience. We provide staff with technology and remote office stipends and a healthcare cost reimbursement on a monthly basis. We reimburse staff for all business travel and program-related expenses.

Application Information

Please submit a cover letter and resume to the attention of coordinatorhiring@carboncycle.org with "Application for Coordinator" in the subject line and a note in the body of the email telling us where you heard about the position. This position will remain open until filled. To be considered with the first round of applications, please submit materials no later than 5:00 PM Pacific Standard Time on October 1st, 2024. Qualified applicants may be asked to submit additional information during the interview process. CCI is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin genetics, disability age or veteran status.