Job Description: Faith Outreach Manager

Purpose: To help coordinate the internal work of Virginia Interfaith Power and Light (VAIPL) to educate and engage faith leaders, community leaders, and congregations on the issues of climate change, environmental justice, and civic engagement. VAIPL is a regional affiliate of the national organization Interfaith Power & Light.

Accountability: The position is directly accountable to the VAIPL Director.

Responsibilities:

Build relationships with supporters and engage them in advocacy and action. The person will:
- Conduct one-on-ones and visits with faith communities across Virginia.
- Engage supporters in volunteer teams.
- Plan and assist with organizing events and online engagement with constituent faith communities including meetings, workshops, and training conferences, at sites around the state.
- Track and measure the level of engagement with VAIPL over time assisting with grant reports.
- Ensure that supporters can easily plug in with the organization and that supporter information syncs with the database and is tagged properly.

Represent the organization. The person will:
- Build cross-sector relationships and collaboration opportunities.
- Work collaboratively across sectors with diverse, strong, and influential partners to achieve common goals.
- Engage in national-, state-, and local-level relationship building to increase VAIPL’s visibility and help the Director ensure strategic programmatic and organizational growth.
- Participate in senior staff, steering committee, and board activities to inform and lead the organization’s strategies and approaches.
- Increase VAIPL’s public profile by serving as a spokesperson and advocate.

Ensure internal communications. The person will:
- Keep senior management informed with detailed and accurate reports.
- Review, coordinate, and tabulate internal recordkeeping and organization.
- Supervise upkeep of the PowerBase database and be well versed in using the database.
Facilitate weekly internal staff coordination calls.
Coordinate regular meetings with staff to review grant requirements
Discover ways to enhance efficiency and productivity.
Follow pertinent news and update VAIPL staff.

Develop funds. The person will:
- Help oversee management of programmatic budget to ensure effective and compliant use of grant and contract funds.
- Interact with staff to maintain consistent understanding of project status and deliverables and identify variances to ensure fiscal management of programs.
- Assist in seeking and developing new funding relationships and then leverage those relationships to help write and submit successful grant proposals and contract bids.
- Assist the Director in managing the development, writing and submission of grant applications and reports through collaborative writing.

Develop and help manage education and policy programs. The person will:
- Help set goals for programs according to the strategic objectives of the organization.
- Monitor scopes of work to ensure timeliness, quality and accuracy of activities vis-à-vis grant commitments and organizational goals.
- Coordinate to ensure program operations and activities adhere to internal policies.
- Ensure and direct the development of regular and timely programmatic updates across all programs to ensure cross-pollination of ideas, knowledge-building, and resource sharing. This includes helping to develop a knowledge management system and supporting processes.
- Facilitate small and large group meetings, internally and externally. This may also include facilitating on site community meetings.
- Monitor national initiatives in the field of environmental justice as well as programmatic innovations and best practices to ensure that VAIPL program staff remain well-informed. Ensure that innovations and best practices are incorporated into VAIPL programmatic activities.
- Lead the collaborative development of survey, monitoring and evaluation tools.
- Work closely with the Director to manage programs. Help the VAIPL team coordinate planning of programs from start to completion involving deadlines, milestones and processes. Devise evaluation strategies to monitor organizational performance and determine the need for improvements.
Other. The person will:
- Help with tasks for the Day for All People, mailing appeals, and other organization-wide events.
- Assist with other duties as necessary.

Evaluation: The position will be evaluated based on this job description, annual goals and objectives and other tasks accomplished.

Salary, Benefits, Expectations: The Program Coordinator position is a full-time exempt position (at least 40 hours/week) with flexible scheduling. Occasional weekends and evenings required. This position is dependent on grant funding (lasting one year and can be extended based on grant renewal). All staff are working remotely during the pandemic. Office is based in Richmond. Continued remote work is possible. Starting salary of $44,000 per year. Benefits include paid vacation, paid holidays, and paid sick days, healthcare, dental, vision, life insurance and retirement after six months.

Knowledge, Skills, and Qualifications:
- Excellent written and oral communication skills (Required)
- Significant experience and track record with:
  - project management (Required)
  - communications (emails, earned media, outreach), (Required)
  - social media, (Preferred)
  - database management (PowerBase), (Required)
  - website management (WordPress), (Preferred) and
- Passion for caring for the environment and working in the interfaith community. (Required)
- B.A./B.S. degree in Communications, Environmental Studies, Political Science, Religious Studies, or a closely related field. (Preferred)
- Have experience as an active leader in a religious or faith community — with or without seminary training — and/or have passion for faith-based activism (Preferred)
- Passion for and experience working with communities of color, low-income communities, and other communities most impacted by climate change (Preferred)
- Have technical knowledge of environmental topics like environmental justice, climate change, energy efficiency, transportation, fossil fuels, etc. (Preferred)
To Apply:
Please fill out the short form at [https://forms.gle/wTaVj7Yq1Jun3Yke7](https://forms.gle/wTaVj7Yq1Jun3Yke7) and forward a cover letter, three professional references, and resume to kcrawford@vaipl.org with “Faith Outreach Manager” in the subject line and include where you heard about the position. Applications will be accepted until the position is filled.