

Program Advisor, Project Support Department, Earth Island Institute

Background:

Earth Island Institute's Project Support Program provides fiscal sponsorship, resources, training, technical assistance, and peer relationships to nearly 80 environmental projects. Our goals are to strengthen the capacity of each fiscally sponsored project to effectively address environmental issues, create synergy between activists working in related areas, and allow Project Directors to focus their energy and effort on their campaigns and programs.

Role:

The Program Advisor is part of the Earth Island team serving as liaison, administrative coordinator, and coach to a portfolio of Earth Island Institute sponsored projects. In addition the Program Advisor supports ongoing efforts to evaluate and improve internal processes, design opportunities for learning, and facilitate connection and community within the Earth Island project network. Moreover, Earth Island Network Services (EINS) is actively reviewing and developing a new Theory of Change and Strategic Plan; as well as engaged in internal (within EINS) and external (within project network) justice, equity, diversity, and inclusion (JEDI) work. All staff within EINS are expected to take personal responsibility for advancing and embodying the values highlighted in our new Theory of Change (Adaptability, Community, Courage, Joy, Justice & Equity, Power Redistribution).

Reporting to the Associate Director of Project Support, the Program Advisor role is a non-exempt position. Responsibilities include but are not limited to:

Fiscally-Sponsored Project Management

As the primary point of contact for a diverse portfolio of Earth Island projects, the Program Advisor provides high-level service, support, and guidance - ensuring progress towards the project's programmatic and developmental goals and objectives. In addition, the Program Advisor serves a risk management function - monitoring compliance with nonprofit regulations, advising on best practices, and working with projects to advise on how their policies and procedures align with EII and project values, mission, and theory of change, as well as with nonprofit management best practices..

- Serve as the primary point of contact for a caseload of rapidly growing projects, working in coordination with administration, finance, human resources, legal, and other departments to support projects' operational, capacity, and strategic needs.
- Serve as coach for project leaders navigating the uncertainty of social entrepreneurship, the pressures of organizational leadership, and the responsibilities of fundraising. Partner with Senior Program Advisors on strategy regarding advising for projects.
- Manage processing, tracking, and reporting on a wide variety of administrative tasks.
- Oversee hiring, contracting, and grants management for assigned project portfolio to ensure compliance with grants, lobbying, applicable laws, etc.
- Assess risk factors for projects' activities, including legal guidelines, organizational policy, and protective measures (i.e. insurance, contracts).

- Resolve or escalate issues of concern raised by project staff in a timely and proactive manner.
- Facilitate project onboarding, orientation, training, and other technical assistance.
- Ensure clear, timely, and transparent communication of changes in Earth Island policy, systems, and protocols - making note of their impact on projects and relevant stakeholders.
- Identify upcoming project decommissionings and transitions, working with the program director to ensure a smooth transition.
- Assist team in managing/coordinating program wide specific tasks such as the Project Support Newsletter, project lobbying tracking, and Project Resource Center maintenance.

Departmental Leadership

Participate in the ongoing development of a team culture of trust, communication, and cooperative engagement to foster a workplace where people feel valued and staff can thrive in the context of adaptive challenges.

- Assist with departmental activities including portfolio alignment, project intake, etc.
- Share experience and expertise with team members in support of department and individual goals.
- Provide support to colleagues in resolving challenges while being mindful of holistic change that might help mitigate future problems.
- Support implementation of departmental team-building activities.
- Support teams and committees for internal organization-wide initiatives that further Earth Island's mission, culture, and community.
- Pursue professional development opportunities to learn new skills that strengthen individual and departmental knowledge.

Project Support Program Development

Contribute to the strengthening of the Project Support program through collaborative planning, development and implementation of new and emerging initiatives.

- Support the development and implementation of new project support service offerings that build projects' capacity, enhance projects' impact, and contribute to global environmental and environmental justice movements.
- Support internal cross-functional initiatives that enhance the project experience, address broader project portfolio needs, or implement systemic change to project support service delivery at Earth Island.
- Participate in internal planning, strategy, goal setting, and implementation for the Project Support Program.
- Support the team's current and emerging programming with workflow development, documentation, and implementation.

- Support the development and implementation of program feedback for the Project Support program, evaluation and tracking systems to measure and report on projects' impact.
- Help to coordinate project and Project Director onboarding.
- Contribute to the strengthening and enhanced impact of the Project Network through relationship building, capacity building and development of strategic partnerships, including contributing to planning and coordination of the Project Director Summits and other offerings.

Support other special initiatives and duties as requested.

Qualifications:

The ideal candidate will demonstrate alignment with Earth Island's values, mission, and theory of change. In addition, the candidate will demonstrate through training and experience a familiarity with principles of nonprofit management and best practice - including in the areas of nonprofit regulations, budgeting and finance, human resource management, contract and grant management, and fundraising.

- Strong customer service, communication (verbal and written) and administrative skills
- Exceptional interpersonal communication and relationship-building skills with an ability to facilitate collaborative problem-solving to reach solutions that benefit all parties.
- Willing to hold self and others accountable to high-quality, timely, and effective service to projects
- Ability to demonstrate sensitivity to and appreciation for diverse viewpoints, different communication styles, and a wide range of diverse colleagues and project partners.
- Experience working interdepartmentally and in support of the professional development of team members.
- Humble curiosity, creativity, and initiative with a willingness to accept and take on new challenges.
- Tolerant of ambiguity and willing to lead through adaptive change.
- Ability to understand and explain financial management concepts.
- Computer proficient with a comprehensive working knowledge of MS Word, MS Excel, Adobe, and Google Suite.
- Familiarity with some or all of the following systems: Salesforce, Nifty, Docusign, Sage Intacct, Bill: Spend & Expense, Tipalti, Egnyte, Google Suite, Adobe, and Microsoft Office suite
- Strong project management skills, high attention to detail, and coaching, consulting or contracting experience.
- Analytical skills, including the ability to work with input and information from multiple sources in order to assimilate and present information in a clear and concise manner.
- Commitment to practicing and furthering values of diversity, equity, inclusion, and justice.

Education & Experience:

B.A./B.S. or higher degree, or demonstrated equivalent experience.

3 years of relevant and applicable work experience in nonprofit management or consulting in the environmental sector.

Experience in one or more of the following areas: nonprofit strategy, fundraising, program management, governance, organizational development, capacity building or grantmaking. Experience developing and leading learning groups or communities of practice preferred.

Hours, Location, and Compensation:

This is a full-time non-exempt position with a starting salary range of \$75,931-85,931. Full benefits include medical, dental, vision, and life insurance, 13 paid holidays per year, a winter break, paid vacation, and sick leave. The Project Support team is based in Earth Island's Berkeley, California office. This position can be based in the Berkeley office or hybrid in the Bay Area. Since the onset of Covid protections, the Project Support staff has been primarily working from home and regularly coming into the office as needed. However, this position does require regular in-person meetings and gatherings.

Covid-19 Considerations:

Earth Island is committed to protecting the health of our employees. To this end, Earth Island employees are required to be vaccinated or provide documentation of medical or religious exemption. Our Berkeley office is open, though access is limited to employees and tenants. We will continue to evaluate these policies and practices informed by public health guidance and employee needs.

Earth Island Institute provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Earth Island Institute is committed to our role in addressing barriers to engagement as we work collectively toward a future of environmental wellbeing for all. We value diversity and inclusion and we look forward to reviewing applications from all who are qualified to apply. Please send your resume along with a cover letter expressing your interest in Earth Island and how your qualifications align with the responsibilities of this position, and your LinkedIn profile (optional), to projectsupport@earthisland.org with Program Advisor [Your Name] in the subject line.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply.

Application initial review timeline:

Applications sent in by March 12th, 2024 will be considered for first review. Applicants can expect to receive contact prior to March 12th to participate in a short screening call. The position will be open until filled.