

Houston Parks Board

Position Announcement

1-12-12

Advocacy Manager

Reports to: Executive Director

Employment Status: Full-time, exempt

Summary:

The Advocacy Manager will report to and work closely with Executive Director, and be responsible for tasks identified below. The organization currently employs 5 full-time staff members (4 salaried, 1 hourly), and will increase to 6 full-time staff members with the addition of the Advocacy Manager.

Duties and Responsibilities:

1. Assist in influencing outcomes and decisions related to the allocation of public resources.
 - Complete the work required to prepare and prioritize contextually appropriate case statements/proposals
 - Establish a system to make new contacts & strengthen existing relationships with City, County, State, federal elected/appointed officials and maintain communication
 - Research new funding sources and remain informed of initiatives impacting resources for the Houston Region
 - Organize and lead grass roots awareness campaigns to support park/greenspace funding opportunities
 - Strengthen existing local and national peer-group partnerships and forge new partnerships
2. Assist in influencing outcomes and decisions related to the allocation of private resources.
 - Design, develop, and cultivate corporate volunteer programs/opportunities in coordination w/Houston Parks & Recreation Department (HPARD), Trees for Houston, Keep Houston Beautiful and other local peer organizations.
 - Assist with all fundraising efforts, and manage volunteer events as needed.
3. Support increasing awareness of the significance of greenspace for the Houston Region
 - Design a media relations framework for on-going messaging & special opportunities
 - Oversee and keep current HPB website and Bayou Greenways website
 - Organize a system for on-going communication with local green groups (TFH, BPA, HPC, MPC, BBP, QoLC, GHP QoLC)
4. Schedule, coordinate, attend and document all Advocacy & Outreach Committee meetings.
5. Additional duties as required.

Qualifications

- Minimum three years of directly relevant experience
- Excellent written, oral and interpersonal communication skills.
- Excellent organizational skills with the ability to meet multiple deadlines with attention to detail.
- Ability to interact effectively with staff team, board members and other volunteers, HPARD representatives, other city representatives, elected officials, corporate representatives, and the public.
- Proficiency with Microsoft Office Suite products.

Salary & Benefits

- Salary commensurate with relevant experience and skills
- Health and dental benefits package
- Cost sharing on retirement plan
- 2 weeks paid vacation

How to Apply:

Send cover letter, resume and salary requirements to: Roksan Okan-Vick, Executive Director
Houston Parks Board, 300 North Post Oak Lane, Houston, Tx. 77024; Fax: 713-942-7664

No phone calls or e-mails please.

www.houstonparksboard.org