



## Southeast Sustainable Recovery Center

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About SSDN: The Southeast Sustainability Directors Network (SSDN) is a collaborative community that develops solutions to the South’s unique sustainability challenges. SSDN’s membership includes sustainability and resilience staff from across the South, who build knowledge and learn from colleagues in other areas about best practices to meet their community’s needs. Communities located in Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia working in all stages of sustainability implementation join the network to scale, accelerate, and implement sustainable best practices so that our region’s communities are equipped to adapt to and mitigate climate change. For more information please visit [www.southeastssdn.org](http://www.southeastssdn.org).

About the Southeast Sustainable Recovery Center: The Southeast Sustainable Recovery Center (SSRC) will support SSDN members by eliminating barriers to accessing federal funding. The SSRC will coordinate with partners, aggregate funding opportunities, tools, and resources, provide guidance and information about opportunities, and communicate strategically to maximize the opportunity for federal investments in Southeast communities’ sustainability and resilience priorities. The goals of the SSRC include:

1. Develop a Southeast-specific economic recovery support mechanism that can consistently serve Southeast communities to access funding to support their local sustainability and resilience outcomes.
2. Provide focused tracking of Federal stimulus opportunities and bringing them to local sustainability leadership as opportunities for Southeastern innovation to serve communities who are most impacted by climate change.
3. Build capacity building among local government sustainability and resilience staff, government liaisons, development teams, and others to successfully access and implement sustainable economic recovery programs;
4. Bring together partnerships to support equitable, efficient, and effective post-COVID recovery by weaving together Federal, State, and Local dollars and tools to increase the impact of equitable investments in human capital, innovation, and sustainable and resilient infrastructure.

The SSRC will provide a flexible service to fill gaps and help our members in the Southeast compete more successfully for funding opportunities via the following services, which will be narrowed down via an application process.

<b>GRANTSEEKING &amp; REPORTING CAPACITY DEVELOPMENT</b>	Developing organizational capacity to pursue and win grant funding through training, strategic assessment, and benchmarking. Provide support around reporting and administrative requirements for managing grants.
<b>FUNDING RESEARCH</b>	Identifying and evaluating grant opportunities from the Federal Government and State Governments that are aligned

	to members' projects, while enabling longer-term planning through funded project research and forecasting.
<b>PRE-PROPOSAL SUPPORT</b>	Assessing and developing competitive project concepts, helping members navigate funder requirements, and build relationships that will support proposal submissions.
<b>PROPOSAL SUPPORT &amp; DEVELOPMENT</b>	Supporting community-driven proposal development by providing review and revision services designed to ensure that local governments are submitting strong proposals.
<b>FACILITATION OF PARTNERSHIPS AND REGIONAL STRATEGY</b>	Coordinating with other regional partners and strategizing on projects to ensure they are complementary in nature to larger, regional strategies for sustainability and resilience.

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**Southeast Sustainable Recovery Center Manager**

**POSITION INFORMATION**

Position Title: Southeast Sustainable Recovery Center Manager, SSDN  
Position Type: Full Time Employee  
Reports to: SSDN's Executive Director  
Location: Anywhere in the 10 southeastern United States within SSDN's geographic territory (AL, AR, GA, FL, LA, MS, NC, SC, TN, VA) with connectivity (phone/internet)  
Compensation Range: \$68,000 - \$85,000 (commensurate with experience)  
Approximate work hours: 9am-5pm Eastern or Central Standard Times (flexible); 40 hours/week

**How to apply: To apply for this position, please email the following information to Meg Jamison: [meg@southeastsdn.org](mailto:meg@southeastsdn.org): A cover letter, resume, and three references.**

***This position is accepting applications until 5pm CT / 6pm ET on June 16, 2021.***

*The SSDN Southeast Sustainable Recovery Center Manager will be employed by the Urban Sustainability Directors Network (USDN), SSDN's Fiscal Sponsor. USDN is an Equal Opportunity Employer and is committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.*

**General Description:**

This position is responsible for managing a pilot program that provides services to advance sustainability and resilience efforts within communities across a 10 state region in the Southeast (AL, AR, FL, GA, LA, MS, NC, SC, TN and VA) by ensuring local governments and the communities they represent have the opportunities and support to access and win funding for the purpose of sustainable and resilient economic recovery.

## **DUTIES AND RESPONSIBILITIES**

This position provides assistance to Southeastern local governments to be more competitive for national funding opportunities.

Through a coordinated application process, the position will assist SSDN's membership for the purposes of enabling more funding to flow into the Southeast for sustainability and resilience projects. The goal is to support communities that have limited resources, such as smaller and/or rural cities and counties, and communities of color.

This position will lead collaborative efforts with SSDN's members, their community members, elected officials, nonprofits, business organizations, businesses, and other appropriate entities as defined by the members' interests, to produce ideas and proposals that create innovative and equitable sustainability and resilience solutions at the regional level.

### **Responsibilities:**

- Disseminate information about grants available, and/or other resources to assist Southeastern communities.
- Responsible for planning, scheduling, and facilitating frequent meetings and adhering to structured schedules.
- Develop presentation tools tailored to diverse communities as needed.
- Offer services that support SSDN members (and their community partners as appropriate) on a by-request basis which can include any of the following:
  - Opportunity assessment, readiness, and project ideation;
  - Grant Review;
  - Convening of partners and stakeholders; and
  - Reporting and administrative guidance.
- Encourage collaboration between urban, rural and/or Tribal local governments and community partners that have traditionally been in competition with each other and promote non-competitive partnerships.
- Track progress metrics and data to monitor progress, and adjust as needed.

### **POSITION QUALIFICATIONS:**

- Bachelor's degree or 5 years' work experience equivalent
- Experience with and/or familiarity with federal funding opportunities and processes
- Experience working with local governments
- Experience working with local government sustainability and/or resilience projects a plus, but not required.

### **KNOWLEDGE AND SKILLS**

- A developed understanding of communities in the Southeast, and the specific needs they have in the development process;
- A creative thinker who is able to work in different communities, assessing and adapting to diverse community and local business needs and desires;

- Demonstrated ability to conduct oneself in a calm and professional demeanor when dealing with multiple stakeholders;
- An ability to translate complicated information and/or processes into simple, easy-to-understand information;
- An ability to identify cultural differences and adjust communication and relationship development appropriately;
- Interpersonal relationship development, coaching, or mentoring skills;
- A capacity to manage multiple projects with different deadlines ;
- Proficient in Active Listening;
- Excellent verbal and written communication skills, with the ability to tie projects to grant requirements and tell a compelling story;
- Strong attention to detail;
- Self-motivated and driven;
- Highly organized and systems-driven;
- Proficient in Word, Excel, PowerPoint, Google Suite, Zoom;
- Willingness to adjust hours to accommodate the needs of the position;
- Ability to work productively in an unstructured environment; and
- Ability to work independently and with team members