Chesapeake Bay Funders Network
CBFN Program Coordinator
Job Description

Location: Remote, preferably in the Chesapeake Bay Watershed
Status: Full-time, Exempt
Salary Range: $75,000 - $95,000, pending experience and location

Job Summary

The Program Coordinator provides proactive, strategic leadership and guidance for the Chesapeake Bay Funders Network (CBFN) and its members in the Chesapeake region. The Program Coordinator will bring understanding and experience in supporting and developing networks, as well as passion for learning and an understanding of the many intersecting environmental and social issues impacting communities throughout the region. The position will serve as a catalyst to spark philanthropic action and collaboration - and help coordinate CBFN members through multi-day gatherings, programs, and communications.

Major Responsibilities

Vision and Leadership

- Work collaboratively with CBFN Steering Committee and members to implement CBFN's mission and uphold its values.
- Work with the Steering Committee to draft annual work plans and related financial plans to implement strategic planning goals, facilitate connectivity between Workgroups and other initiatives, launch new programs, and guide member engagement.
- Oversee and guide education and engagement of funders to deepen their understanding and build capacity around CBFN priority outcomes. Bring together members around shared issues of interest through Learning Circle and Learning webinars.
- Conceptualize, guide, and support efforts to generate and develop new program ideas with engaged members.
- Foster learning about policies and programs related to climate issues, agriculture, energy, water, wastewater infrastructure, and other related issues.
- Coordinate and implement two annual in-person multi-day meeting retreats each Spring and Fall, located throughout the Chesapeake Bay Watershed.

- Stay abreast of developments in relevant policies at the federal, tribal, state, and local levels and synthesize these updates for members in a way that encourages collaborative responses.
- Develop and, with support from the Steering Committee, implement a member recruitment and retention strategy.

Finances/ Fundraising

- Manage CBFN finances and accounting with the Steering Committee, and in partnership with Nonprofit Partners, CBFN's fiscal sponsor.
- Implement annual member dues requests and keep an annual balanced budget.
- Process invoices for the network and associated projects.

Communications and Organizing

- Develop and publish content on the CBFN website to increase awareness and transparency of CBFN activities, members, and resources.
- Maintain ongoing communication with and among CBFN members through written updates, newsletters, one-on-one conversations, facilitated discussions, social media, and other relevant media.
- Be responsive to member requests.
- Help organize webinars and learning circle discussions based on member priorities.
- Organize and facilitate two CBFN member gatherings yearly.

Required Qualifications

- Network Leadership and Facilitation: ability to connect and build alliances among a wide range of players— funders, peer advocacy organizations, and policymakers/staff. Previous experience working in collaborative efforts that relied on clear communication, and strong, values-driven relationship building. Strong facilitation skills for both in-person and virtual meetings.
- Understand our membership and our issues: Knowledge of the environmental movement and policymaking processes at multiple levels, along with a passion for learning about issues affecting communities in the Chesapeake region.
- Translate issues and policy: ability to translate complex topics for members in written and verbal communication without losing important, nuanced information.
- Program/Project Management: Ability to provide strong leadership and vision for program work, manage multiple projects simultaneously with ability to get things done and stay focused without the full support of a team.
- Fundraising and Fiscal Management: Willingness to request annual member renewals, deliver a balanced budget, and some experience in fundraising.

- Communications and Facilitation: Excellent writing and public speaking skills, particularly the ability to communicate in clear and compelling ways to a wide range of stakeholders about cross-cutting issues. Ability to create agendas and facilitate CBFN member gatherings.
- Computer Proficiency: Strong computer skills, including experience in Google Workspace, Microsoft Word, Excel, PowerPoint, videoconferencing, and email.

Basic Work Requirements

- College degree or equivalent, experience in project coordination, philanthropy, or conservation administration preferred.
- 3 – 5 years relevant experience: may be a combination of work and academic experience; ability to discuss how past experiences and skills provide a foundation for success in this position.
- Adaptable, flexible, and capable of working both independently and in teams, able to quickly build expertise in new areas and projects.
- Collaborative and team-oriented, ability to take initiative while remaining in a support, catalyst, facilitator, or listener role.
- Strong strategic, interpersonal, negotiation and diplomacy skills.
- Entrepreneurial, self-motivated, and driven to meet and exceed goals
- Appreciates the role philanthropy plays in the broader social context. Previous experience working for or directly with a philanthropic organization, however, is not required.
- Fluency in English.
- Outstanding interpersonal skills, and a high level of discretion and confidentiality for both business and personal affairs.

Additional Preferred Skills / Qualifications

- Established relationships with policymakers, foundations leaders, nonprofit organizations, frontline leaders, and other changemakers in the field.
- Prior event, conference, or workshop planning experience.
- Knowledge of the Chesapeake Bay itself and the watershed region.
- Prior experience related to building grassroots movements.
- Prior experience facilitating networks, collaboration, and innovation.
- Comfortable managing a budget.

Benefits and Compensation

This position offers a competitive benefits package. The target annual salary range is $75,00 to $95,000. CBFN is fiscally sponsored by Nonprofit Partners (NPP), which provides payroll, benefits, and financial management. For details about NPP, visit https://www.nonprofit-partners.org. For specific information about benefits, please visit NPP Benefits page.

To Apply

Use the subject line: Program Coordinator Search. Please submit a PDF file with all materials in one combined file to chesapeakebayfunders@gmail.com. Resume review is ongoing and the position will remain open until filled.