

NPCA POSITION DESCRIPTION

Date: January 2022 **Position Title:** Texas Coastal Program Manager

Grade: M **Job Status:** Full-time **FLSA:** Exempt

Department: Regional Operations

Location: Southeast Texas (Hardin, Jasper, Jefferson, Liberty, Orange, Tyler or Polk counties)

Immediate Supervisor: Regional Director, Texas and Oklahoma

Manager's Supervisor: Deputy Vice President, Regional Programs

Incumbent / New Position: New Position

Salary: Commensurate with experience (mid \$50k's – mid \$60k's)

Primary Purpose of the Position:

National parks in Texas and Oklahoma awe visitors with their great diversity from the High Plains to the desert to the coast. The Texas Coastal Program Manager will support the protection of this incredibly diverse landscape by leading and supporting park protection campaigns throughout the region, with a specific focus on increasing resiliency of coastal national parks in Texas and across the country.

Guided by the leadership of the Regional Director and in collaboration with the Associate Director, the Program Manager will be responsible for identifying and managing campaigns, developing strategic implementation plans and playing a key role in building community around the Big Thicket National Preserve and Padre Island National Seashore. The Program Manager will also collaborate with the wider NPCA team across the country to advance strategies to ensure ocean and coastal national parks are protected, preserved and restored, connected to larger landscapes and resilient for the enjoyment of current and future generations.

It is essential that the Program Manager work closely with the Texas regional team and other NPCA colleagues. The Program Manager's role will include communications and administrative responsibilities in the region, assisting with regional logistics, internal communications and serving as a liaison with the rest of the organization to ensure requests for information are coordinated and completed.

Ensuring national parks represent the stories of all Americans is an important focus of NPCA's work. NPCA also works on park funding and other regulatory and legal policies that impact parks across the country. In addition to coastal resiliency work, a portion of these national priority campaigns may be a part of the Program Manager's portfolio.

Essential Functions:

Manage Campaigns and Build Community to Achieve Park Protection Goals: 40%

- In collaboration with the Regional Director and Associate Director, develop and implement strategic campaign plans and related outreach and engagement strategies, and identify resource and budget needs for successful outcomes to protect parks and their resources. Provide leadership for and manage strategy and tasks related to priority existing and new coastal and resiliency campaigns specifically related to Big Thicket and Padre Island.
- Contribute to NPCA's overall national park campaigns, participate on select national issue teams and respond to requests for help from staff in other parts of the country.
- Develop high-quality written materials in support of campaign work, such as campaign plans, technical comment letters, policy analyses, scientific literature reviews on park issues, action alerts, etc.
- Build and manage authentic and reciprocal relationships with a diverse and effective set of allies in southeast Texas and along the Texas coast, including gateway area businesses, chambers of commerce, local elected officials, social justice organizations and other conservation organizations.
- Attend community meetings, conduct informational public forums, organize outdoor group experiences, and carry out other forms of community education and community building that promote and advance campaign goals related to sustainable local economies and ecosystem integrity.

Policy and Advocacy for Coastal Park Resiliency – 30%

- Research coastal park issues and develop appropriate positions and courses of action. Be able to understand scientific and policy documents and how proposals impact national parks and their resources. Collaboratively draft position papers, public comments and briefings for staff and allies and formal submission on important issues. Proactively identify and advocate for funding to support resiliency and restoration at coastal national parks.
- Contribute to NPCA's systemic national park issues and strategic priorities related to climate and coastal resiliency by participating on select national program issue teams. Actively engage with the NPCA Ocean-Coastal Resiliency Working Group to support actions to advance protection and restoration of the ecological integrity and resiliency of coastal national parks.
- Build capacity for coastal resiliency of our national parks by advancing strategic partnerships with governmental agencies, NGO partners and scientific institutions.

Communications and Administrative Support – 20%

- Coordinate and implement regional administrative activities and provide logistical support for activities of the Texas Regional Office including Regional Council meetings and other events and meetings as requested. Responsibilities include coordinating internal and external requests for information, facilitating the creation of regional newsletters, maintaining website and communication tools as requested and coordination of internal reports for Regional Programs.
- Produce summaries of program work and campaign milestones/achievements for NPCA supporters and internal stakeholders.

Development – 10%

- In collaboration with Regional Director, Regional Development Director and other relevant staff, cultivate donors, including Regional Council members, and maintain excellent existing relationships with funders for support of NPCA. Collaboratively draft proposals and reports to foundations and major donors.

Other:

Promotes policies that are sensitive to the needs of a diverse workforce. Respect employees regardless of their position or background. Participates in developing department goals, objectives, and systems. Participates in administrative staff meetings, organization-wide meetings, staff committee meetings, training programs, and attends other meetings and seminars as designated by the supervisor. Coordinates with regional staff, Government Affairs, Development, Communications and other NPCA departments. Assists in evaluation of reports, decisions, and results of department in relation to established goals. This job description in no way states or implies that these are the only duties to be performed by the employee in this position.

Minimum Work Schedule: 37.5 hour work week. Flexible hours scheduled between 8:30 a.m. – 5:30 p.m., Monday through Friday. Some weekend and evening work required. Regional travel is required for meetings and events as determined by business needs. National travel required approximately three - four times a year for meetings and retreats.

Minimum Qualifications, Competencies, Skills, Education, and Traits:

- 4-5 years' lived or work experience and/or bachelor's degree in a relevant field such as natural resources/environmental science, cultural resources, anthropology, political science or communications.
- Knowledge of coastal resiliency issues, state and federal water and land use policies and funding sources in the region.
- Experience with strategic or campaign planning preferred.
- Basic computer skills - proficiency with MS Word required, PowerPoint, and internet-based work is required.
- Excellent presentation, verbal and written communication skills are essential.
- Proven ability to convene and work well with people of diverse backgrounds, communities, ally organizations, government agency staff or elected officials is necessary.
- Demonstrated ability to work collaboratively and effectively as part of a close-knit team of professional colleagues.
- Ability to work independently and maintain a highly organized work style to manage and meet deadlines and produce high quality work.
- Interest in and/or experience with public lands issues.
- Commitment to NPCA's Justice, Equity, Diversity, and Inclusion (JEDI) [Statement of Intentions](#).

Core Values

Live, honor, and own the organization's Core Values:

Commitment: We are passionate about NPCA and dedicated to achieving excellence through our work and mission. We seek to improve our performance by taking

opportunities for professional and personal development and encouraging reasonable risk-taking and innovation.

Inclusion: We value diversity of thought, background, experience, and opinion. We create a culture of empowerment by welcoming and encouraging meaningful participation from all people and promoting an environment that embraces different perspectives.

Integrity: We hold ourselves accountable to each other, our members and partners, and our mission. We evaluate the impact of our work and strive for honesty and transparency across the organization. We operate ethically in the organization's best interests.

Respect: We collaborate in results-oriented teams based on trust and consideration for each other. We promote harmony between our work and our personal lives. We foster a healthy and positive workplace culture and work collaboratively with external partners.

Physical Effort and Dexterity: While performing the duties of this job, the employee is typically required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by the job may include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NPCA is committed to diversity among its employees and hiring practices. All qualified applicants are encouraged to apply.

Physical Environment: Work will initially be at a home office with the possibility of working in a local shared office space depending on funding and business needs. The following is predicated on safe practices according to CDC, state orders, and NPCA policy: Travel in the southeast Texas region will be routine. Occasional travel to other parts of the region, Washington D.C or other parts of the country.

Employer's Rights: NPCA reserves the right to revise this position description at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the NPCA and employee and is subject to change by the NPCA as the needs of the NPCA and requirements of the job change. The above is in no way an exhaustive list of the requirements for the position.