Central Coast Climate Collaborative
Network Management Services
Request for Proposals

About Central Coast Climate Collaborative
The Central Coast Climate Collaborative (4C) is a network of state, regional and local agencies, nonprofits and businesses across the six-county Central Coast region working to develop and implement solutions that address climate change and its impacts.

4C is an organizing platform that bridges across sectors and scales to catalyze and advance equitable climate solutions throughout the Central Coast. 4C's core role is to center justice and equity as we convene and connect across sectors to advance climate solutions and build the resilience capacity of the Central Coast.

The Central Coast Climate Collaborative (4C) was established in 2016 as regional climate collaboratives were launching across California. For the first time, leaders from local governments, communities, non-profit organizations, business, academia, and Tribes across the Central Coast came together to explore ways to address the complex maze of emerging carbon-reduction and adaptation issues. Over the past years, 4C has become an established membership organization and valued regional forum, gathering a broadening set of climate practitioners to share ideas, support projects and initiatives, and form new partnerships. Over that time 4C has evolved its organizational, technological, and network capacity, while supporting regional initiatives such as local climate resilience projects and planning, academic research, launching of new climate collaboratives, and development of collaboration and networking tools. Learn more at www.centralcoastclimate.org.

About the Position
4C is seeking to hire an individual or team of individuals to provide Network Management services for a limited term of two years (Network Manager or Manager). The Manager will execute function and day-to-day management of the Collaborative's operations. The Manager will provide administrative support to the Chair and Steering Committee and will manage technical support from consultants and subject matter experts as needed. The Manager may also assist with pursuing funding opportunities to sustain the Manager position and the Collaborative's operations and activities.

The Manager receives guidance and feedback from the Steering Committee, and supports the Collaborative's achievement of its mission and financial objectives. The Manager supports the Chair as necessary, and may represent the Collaborative at meetings, conferences, and other public events.

As directed by the Steering Committee, the Network Manager will be responsible for:

Administration
- Administration, Financial Management and Committee Support
    - Prepare agendas, brief reports and presentations for bimonthly Steering Committee
    - Execute and facilitate actions identified by the Steering Committee
    - With support from 4C's fiscal sponsor, prepare the annual budget and provide monthly budget reports
    - Distribute and process invoices for accounts receivable and payable

Operations
- Program and Service Delivery
    - Plan, develop and implement up to five 1-hour long virtual member meetings per year to allow for sharing of information, resources and best practices
    - Plan, develop and implement one in-person conference per year, located in the northern Central Coast region (Monterey, Santa Cruz and/or San Benito counties)
    - Facilitate and support the development, establishment and maintenance of subcommittees
    - Develop and implement strategies that help to achieve objectives identified in the Strategic Vision and/or grant-funded activities
- Grant-Writing & Fundraising
    - Identify opportunities for grant funding and other funding sources for the Steering Committee to consider
    - Lead or support grant-writing and/or fundraising efforts
- Contract & Volunteer Management
    - Facilitate and manage procurement and contract management on behalf of 4C
    - Recruit, hire and manage interns, volunteers and/or CivicSpark fellows
- Community and Public Relations
    - Prepare and distribute the bi-monthly newsletter
    - Serve as 4C's liaison to the Alliance for Regional Climate Collaboratives for Climate Adaptation (ARCCA)
    - Represent 4C to community members, prospective member organizations and stakeholders outside of the Central Coast region
    - Update and maintain the 4C website
    - Manage 4C's Google Drive, including Gmail account

Position Details
The Network Manager will be a contractor to the California Marine Sanctuary Foundation, 4C's fiscal sponsor, for a 2-year period for a total budget of $145,000. The Network Manager functions may be fulfilled by an individual contractor/consultant or an organization.

This position is remote, with a preference for someone living in the Central Coast region, (Santa Cruz, San Benito, Monterey, San Luis Obispo, Santa Barbara and/or Ventura counties) with occasional travel (approximately four times per year). Travel costs would be covered by 4C.

Preferred Experience and Qualities
- Experience with climate mitigation and/or adaptation policies, programs and/or projects
- Experience working in or with local governments and/or non-profits, with a preference for environmental and/or social justice focus
- Experience with managing networks or collaboratives
- Experience in the Central Coast region
- Commitment to and demonstrated experience with diversity, equity and inclusion

How to Apply
Applicants must submit the following items to centralcoastcollaborative@gmail.com by **Monday, June 3rd at 5 PM**:
- Resume(s) of proposed individual(s)
- 2-page max cover letter describing relevant experience, approach to performing the scope of services and any exceptions
- Hourly rates of proposed individual(s) with estimated percent breakdown of time spent on Administration and Operations.