



Greater Newark Conservancy

Position: Operations Manager

Reports to: Coalition Director Location: Newark

Compensation: \$40,000 - \$50,000 plus benefits {Exempt/ 3-year Grant Funded Position}

ABOUT US

The mission of Greater Newark Conservancy is to foster collaboration in our community at the intersection of environmental, food, and racial justice to promote the health and wellbeing of all Newark residents. Since 1987, our programs have worked to reverse the long history of systemic racism to improve social determinants of health by expanding access to green spaces, nutritious food, wellness education, and youth development for those residents who have been prevented from fully accessing these resources. We envision Newark and its surrounding communities with universal and equitable access to nutritious food and a green, resilient, sustainable, and healthy urban environment for all those who live, work, and recreate here. See website at www.citybloom.org.

CONTEXT

The Coalition for Healthy Food in Newark Schools (HFiNS) is a newly formed collaboration of a broad cross-section of stakeholders working together to transform the school food system to ensure all students have foundational knowledge of food's nutritional impact, access to locally and regionally grown, fresh produce in school meals. Launched in 2022, Greater Newark Conservancy (The Conservancy) and its partners have been working together to identify barriers and opportunities to transform the Newark school food system. As a group, The Coalition has committed to building an initiative comprised of historically excluded stakeholders that can meaningfully participate in decision-making processes and sustain momentum over the long-term. HFiNS will utilize a collective impact approach whose main structural components include a Steering Committee, working groups, backbone support entity, and community engagement. The Conservancy is serving the backbone function for HFiNS, offering its office space and equipment, expertise, staff time, and reputation as a trusted community leader to ensure project continuity for the duration of the grant period. The newly created Coalition Director and Operations Manager positions will be housed at the Conservancy's offices in the Central Ward of Newark and work closely with the Steering Committee with day-to-day oversight by the Coalition Director.

POSITION DESCRIPTION

The Operations Manager will play a pivotal role in supporting the Coalition Director in all aspects of coalition functions, including evaluation, policy development, communications, and coordination of activities. This role requires exceptional organizational, leadership, and communication skills, and a deep understanding of coalition-building processes and objectives. The Operations Manager will serve as a key liaison between internal teams, external stakeholders, and the Coalition Director, ensuring the smooth execution of all coalition initiatives and objectives.



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RESPONSIBILITIES

Strategic Planning and Implementation:

- Work closely with the Coalition Director to develop and implement strategic plans and objectives for the coalition.
- Assist in the development of policies and procedures to guide coalition activities and decision-making processes.

Evaluation and Monitoring:

- Design and implement systems in collaboration with consultants for monitoring and evaluating the effectiveness of coalition activities and initiatives.
- Collect and analyze data to measure progress towards coalition goals and objectives.
- Prepare regular reports and presentations for the Coalition Director and other stakeholders, highlighting key findings and recommendations.

Policy Development and Advocacy:

- Conduct research on relevant policy issues and trends, providing analysis and recommendations to inform coalition advocacy efforts.
- Assist in the development of policy positions, briefs, and advocacy materials for use in communication with policymakers and other stakeholders.

Communications and Outreach:

- Develop and implement communication strategies to raise awareness of coalition initiatives and accomplishments.
- Coordinate with internal and external stakeholders to ensure consistent messaging and branding across all communication channels.
- In collaboration with communications consultant, manage the creation of content for website, social media, newsletters, and other communication platforms.

Coordination of Activities:

- Facilitate coordination and collaboration among coalition members and partner organizations.
- Organize meetings, conferences, and other events to foster networking and knowledge-sharing among stakeholders.
- Manage logistics and administrative tasks related to coalition activities, including scheduling, feedback and resource allocation.

Team Leadership and Development:

- Supervise and mentor staff members assigned to support coalition activities.
- Provide guidance and support to team members to ensure alignment with coalition goals and objectives.
- Foster a positive and collaborative work environment that promotes innovation, accountability, and continuous improvement.



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Qualifications:

- Bachelor's degree in a relevant field (e.g., public administration, political science, international relations) required
- Minimum of 2 years of experience in a similar role, preferably in a coalition-building or advocacy organization.
- Strong understanding of policy development processes, advocacy strategies, and stakeholder engagement techniques.
- Excellent analytical and problem-solving skills, with the ability to synthesize complex information and communicate findings effectively.
- Proven track record of successful project management, including the ability to manage multiple priorities and deadlines simultaneously.
- Exceptional written and verbal communication skills, with experience in drafting policy briefs, reports, and other communication materials.
- Demonstrated leadership abilities, with experience supervising and mentoring staff members.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Knowledge of evaluation methodologies and data analysis techniques preferred.
- Experience working with diverse coalitions and stakeholders at the local, national, or international level is a plus.

Additional Information:

- This is a full-time hybrid position based in Newark, NJ.
- Some travel may be required for meetings, conferences, and other coalition-related activities.
- The Operations Manager will report directly to the Coalition Director.

TO APPLY:

Please submit a resume and cover letter to Michele Robinson, Director of Operations/Special Initiatives- mrobinson@citybloom.org.

Applications will be accepted until **May 15, 2024**, and interviews will be scheduled on a rolling basis. We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.