

## Senior Manager of Equity & Public Engagement *Employment Opportunity*

### **Position Background**

The Institute for Local Government (ILG) is a Sacramento-based non-profit organization serving cities, counties and special districts across California. The ILG office is fast-paced and our team culture is highly collaborative. We're looking for a fun and dynamic individual who exemplifies our values, can wear many hats, is a team player and a quick learner. The ideal candidate will have considerable program management experience, at least some local government expertise, excellent communication skills and robust team building experience.

ILG's projects and initiatives are constantly changing and evolving, but the primary work will include leading programs and training sessions in our Public Engagement pillar.

The Senior Manager of Equity & Public Engagement is responsible for all aspects of ILG's public engagement and equity programming including but not limited to: program development and implementation, programmatic, financial and administrative management, and staff leadership and development.

The Senior Manager of Equity & Public Engagement must be committed to our mission of empowering local government leaders and delivering real-world expertise to help them navigate complex issues, increase their capacity, and build trust in their communities. S/he must also embody our core values of collaboration, servant leadership, authentic public engagement, and promoting equitable solutions that build community resilience and trust. The chosen candidate must have a thorough understanding of public participation, meeting facilitation, inclusive public engagement strategies, collaborative policy, and/or local government. In addition, the successful candidate will understand the many different types of equity -- Economic, Health, Social, Environmental and Racial -- and how those tenets can impact local governments.

### **Major Responsibilities & Duties:**

Local governments are facing unprecedented challenges that cannot be solved using traditional public participation methods. ILG's Public Engagement pillar seeks to imbed authentic, effective and inclusive public engagement practices that encourage equity, greater public trust, and confidence in local government, while also helping local jurisdictions achieve their goals. The ILG team currently trains hundreds of local leaders on public engagement each year. We also incorporate public engagement and equity best practices into projects we do statewide, including topics like Air Quality, Disaster & Resiliency, Youth Engagement, Leadership, and more.

The Senior Manager will lead the team that develops written information and resources for our website, including publications, tip sheets, toolkits and case stories. S/he would present at conferences, workshops, webinars, and offer technical assistance, facilitation and convening services to local and regional agencies. (Note: During COVID lockdown restrictions, many trainings and convenings will take place in a virtual environment.)

Additional responsibilities include:

#### **Program Development, Implementation, and Refinement**

- Manage the day-to-day operations of ILG's public engagement and equity programming; execute all trainings, written materials, and contract or grant deliverables within the budgetary limits outlined
- Manage the development and implementation of current and new programming and initiatives, including emerging issues around equity (including social, economic, health, environmental and/or racial equity) and inclusive public engagement
- Evaluate and refine current programming; assess opportunities and provide recommendations of programs/programmatic elements that will further the vision of our work
- Collaborate with the leadership team to represent ILG to local government leaders, the public, key stakeholders, and community partners to deepen and expand support, cultivate champions, and meet organizational goals



- Develop and present information before various group sizes and audiences, aimed at educating the local government leaders about equity and public engagement and effective strategies in fostering a culture of collaboration between government and the community
- Demonstrate exceptional technical writing skills, editing capabilities and oral communication skills

#### ***Staff Leadership and Development***

- Supervise and support staff and ensure their success in meeting performance goals; hold others accountable, while being sensitive to diverse perspectives
- Provide clear direction to staff while encouraging innovation and initiative
- Foster a positive work environment, encourage teamwork, and model collaboration across pillars
- Participate in the recruitment and ensure retention of quality program staff, consultants, and volunteers

#### ***Programmatic, Financial and Administrative Management***

- Demonstrate ability to negotiate contracts and facilitate new opportunities and partnerships
- Develop and implement the fundraising strategy for the public engagement pillar and collaborate with the leadership team to successfully implement fundraising efforts for other programs as well
- Ensure compliance with all grant funding to include the development of grant proposals and grant reporting requirements
- Build, manage, and oversee programmatic budgets, as appropriate

#### ***Minimum Qualifications, Experience & Skills***

A minimum requirement of a Bachelor's degree in a relevant field and at least 7 years of directly-related experience. An advanced degree or certificate from an accredited college or university with major course work in public policy, communications, public or nonprofit administration and/or a field closely related to public engagement and/or equity is desirable.

#### ***Preferred Experience***

The selected candidate will have significant experience in meeting facilitation, collaborative governance and public participation principles. The candidate should also have experience addressing issues of engagement, equity and inclusion in local government settings (e.g. public meetings, stakeholder advisory committees, town hall meetings, general plan updates, steering committees, etc.). The candidate should have keen awareness of and expertise in economic, health, social, environmental and/or racial equity programs. Experience or knowledge related to air quality, climate mitigation and adaptation, environmental justice, transportation, housing, civic engagement, workforce development, disadvantaged communities, inclusive economic development, and/or building healthy communities is strongly preferred. Deep knowledge of local government practices and processes in California is strongly preferred. In addition, the successful candidate will possess strong fundraising, grant writing, management, relationship building, and organizational skills.

#### ***Skills***

- Knowledge of Microsoft Office applications, Zoom and other digital engagement tools
- Must have a valid driver's license and automobile

#### ***About the Institute for Local Government***

Local government plays an integral role in shaping a thriving community. That's why ensuring that local government leaders have the best resources, connections, and knowledge available is essential for their success. With a long history of serving the needs of local governments in California, ILG supports city, county, and special district officials in tackling the state's most pressing and evolving issues.

We're closely aligned with three well-respected affiliate organizations: The League of California Cities (LCC), The California State Association of Counties (CSAC), and The California Special Districts Association (CSDA). Together with these local government partners, ILG maintains regular engagement with local leaders and is uniquely positioned to empower and educate them with real-world expertise.

*Employment opportunities are located at: [www.cacities.org/employment](http://www.cacities.org/employment)  
Reflecting the diversity of California, the League of California Cities is an equal opportunity employer*

ILG has a big mission, but we're a small non-profit focused on our four (4) key program pillars:

- **Leadership & Governance**
- **Public Engagement**
- **Sustainability & Environment**
- **Civics Education & Workforce**

To learn more about ILG, visit [www.ca-ilg.org](http://www.ca-ilg.org).

### ***Work Schedule and Travel***

ILG's normal work week is Monday through Friday, 8:30 a.m. to 5 p.m. This position's responsibilities will likely require work hours or days outside the normal schedule. Overnight and multi-night out-of-town travel for meetings, presentations and conferences will be a key element of the position.

### ***Employer***

ILG receives staffing services through an agreement for professional services with the League of California Cities. ILG staff are League employees and participate in the League's benefits package, including both defined contribution and defined benefit (CalPERS) retirement plans, medical, dental, life insurance, transit, flex accounts, vacation time and holidays.

Information about the League of California Cities is available at [www.cacities.org](http://www.cacities.org).

### ***Compensation & Benefits***

- **Salary:** Depends on qualifications.
- **Retirement:** California Public Employees Retirement System (CalPERS) 2% at 60 for classic CalPERS members; 2% at 62 for new CalPERS members.
- **Deferred Compensation:** Employees may defer up to \$19,500 per year through the League's ICMA/RC defined contribution plan.
- **Health and Dental:** Employees participate in an optional benefit program that includes dental insurance and medical coverage selected from three HMO and two PPO plans.
- **Life Insurance:** Employer-paid \$50,000 life insurance coverage for employees. Supplemental employee-paid coverage is available.
- **Other Benefits:** Under employer's optional benefit program, employees may use a portion of their salaries on a pre-tax basis to cover child care and/or certain health care expenses.
- **Vacation:** Two weeks annually; three weeks after five years of service.
- **Holidays:** Employees receive twelve paid holidays annually.
- **Sick Leave:** Employees earn twelve days annually.

### ***Recruitment/Decision Schedule***

Recruitment for this position will end on Thursday, December 31, 2020. The goal is to complete the recruitment process at the earliest opportunity and welcome the new team member on board as soon as possible.

### ***Application Procedure***

Please submit a cover letter that speaks to your qualifications, a resume and salary history or requirements to [careers@cacities.org](mailto:careers@cacities.org).

**Subject Line: ILG Engagement & Equity**

Please be prepared to submit three professional references.