



Michigan Environmental Justice Coalition
Sponsored Project of Allied Media Projects

Operations and Management Position
Contract: \$4000 per month

Start date: June 2020

MEJC is a statewide coalition working to achieve a clean, health and safe environment for Michigan's most vulnerable residents in alignment with the EJ Principles through increasing knowledge, enhancing networks and taking action for systemic change. We are a membership run organization, with over 40 individual and organizational members from diverse skillsets, backgrounds and identity. MEJC convened in 2011 to attempt to implement the 2009 EJ Plan signed by then Governor Granholm-- without success under Synder (known for the Flint Water Crisis). In response every two years MEJC hosts the EJ Statewide Summit to bring together local EJ groups, leaders of color, and tribal members to strategize and amplify their fights. In 2020 we will host the 4th EJ Summit, lead 3 major campaigns in energy democracy, toxics, and cumulative impact, deploy 3 community action research projects, and engage in the Get Out the Vote efforts in Michigan. By 2023 we hope to define climate justice in Michigan for an ambitious climate agenda. MEJC is a sponsored project of the Allied Media Projects (AMP).

MEJC's Operations Manager is responsible for keeping the trains running on time. The Operations Manager develops, monitors, and maintains the operational and administrative tools and resources that directly supports the MEJC team in meeting the obligations of our projects and funders. Through this primary support to the MEJC team and members, the Operations Manager also supports our constellation of partners and allies across Michigan by ensuring that MEJC's operations and resources are clear, efficient, and accessible, and that contractual deliverables and milestones are met. The Operations Manager also develops effective tools for fundraising and business development and directly contributes to development efforts by drafting grant responses, researching new sources of funding, and developing new revenue streams that diversify MEJC's development efforts.

The Operations Director reports to the MEJC Statewide Coordinator and Management Committee of MEJC.

Duties

- In collaboration with MEJC team, develop/ enhance operational systems and tools including those for budgeting, invoicing, contracting, and for deliverable/milestone timelines;
- Implement operational aspects of the MEJC program, including budgeting, invoicing, contracting, and developing deliverable/milestone timelines through GANTT;

- Track and report progress of project activities and milestones to MEJC staff and other partners (as necessary) to ensure submission of grant deliverables;
- Explore and vision creative ways for MEJC and its partners to streamline and improve organizational and informational flows among members and partners;
- Communicate operational aspects of the MEJC programs with members, and AMP, as necessary.
- In collaboration with MEJC Statewide Coordinator, determine funding needs based on program budget and cash flow;
- Develop and manage development calendar to track LOI's, RFP responses, and other development deadlines;
- Assist in facilitating grant opportunities that support programmatic and general operation costs;
- Research sustainable revenue and growth models that diversifies MEJC's development prospects to include earned income opportunities;
- Identify opportunities and design workflows to generate build-ready and customizable operations, administrative, and organizational management toolkits for MEJC and partners/members;
- Identify opportunities to grow the MEJC portfolio of projects and on-board new organizations;
- Support website development, membership engagement, and database management as needed.

Qualifications

- Previous experience in environmental justice practice, visioning, and implementation OR another relevant social justice arena
- 5+ years' experience with project/program operations, including experience with: budgeting, contracting, contract/subcontract/grant management, and accounting/financial systems
- 3+ years' experience working closely with community-based organizations programming direction and implementation or grassroots organizing
- 2+ years' development experience
- Deep experience of program and project design and implementation
- Knowledge of any of the following fields: environmental justice, racial justice; climate equity; social work, community action research, or community education; toxics, pollution, and climate resilience, and community-based infrastructure; energy democracy, energy justice.

Desirable Skills and Work Experience

- Fluency in one or more languages.
- Experience working in organizations that organize or serve people of color, Indigenous peoples and other communities of the global majority.
- Experience working in organizations that do online campaigning or organizing work.
- Direct experience managing participatory planning or design processes.
- Experience coaching senior staff for leadership development.
- Fun, joyful and even temperament in a fast-moving, dynamic work environment.
- A drive to kick fossil fuels into last century

Interested parties should send their resume and cover letter, with 3 references to Dr. Kyle Whyte at kylewhyte@gmail.com by June 12, 2020 with MEJC OPERATIONS in the Subject Line.