

March 13, 2023

Program Manager or Director, Breathe Project, Pittsburgh, PA

BACKGROUND

Breathe Collaborative is a coalition of more than 65 groups of residents, environmental advocates, public health professionals and academics working together to improve to improve air quality, eliminate climate pollution and make Southwestern Pennsylvania a healthy and prosperous place to live through its communications platform, the Breathe Project. The Collaborative has been meeting regularly since 2011, with the goal of boosting the capacity of advocacy organizations in SWPA to work together to communicate effectively, collaborate consistently and engage the public to build support for cleaner air and limit petrochemical expansion. Member organizations and individuals engage in environmental advocacy, scientific research related to air pollution, air pollution technology, and public health.

The Breathe Project seeks a full-time, experienced and creative full-time program manager or program director (depending on experience) with campaign organizing, advocacy and communications skills.

This full-time, exempt position will report to and work with the Executive Director and the Communications Director to manage and to expand its portfolio of campaigns across the growing network. Collaborative partners agree that the community dynamics have never been more opportunistic to make progress in improving the region's air quality. Inherent in this is a multi-year funding commitment from the primary funders (The Heinz Endowments and others). The Breathe Collaborative/Project is a program of the Community Foundation for the Alleghenies.

The Program Manager or Director needs to be organized, highly collaborative, solutions-oriented, client/customer focused, experienced in advancing a cause or strategic agenda and comfortable working in a matrix environment with many stakeholders.

The Program Manager or Director is responsible for the following:

- Coordinating an assigned portfolio of Collaborative campaigns, member events, convenings and associated internal and external meetings.
- Providing added value and support to members whenever possible through collaboration opportunities.
- Formulating, organizing and monitoring inter-connected projects
- Organizing programs and activities in accordance with the mission and goals of the organization.
- Developing new programs to support the strategic direction of the organization.
- Creating and managing long-term goals.
- Producing metrics to assess program/campaign strengths and identify areas for improvement.
- Ensuring program goals are met.
- Assisting in the writing of program funding proposals to guarantee uninterrupted delivery of services.
- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Analyzing program risks.

- Assisting the Communications Director in gathering relevant news and events for newsletters, social media (Facebook, Twitter, and Instagram) and other marketing materials, particularly as they pertain to programming.
- Integrating and overseeing programming involving low-cost air quality monitoring
- Populating the Breathe Project website events section and other applicable website sections to keep it up to date.
- Proactively seeking opportunities to promote the work of the Collaborative.
- Participating in a thoughtful, collaborative manner in assisting the Collaborative Executive Director in the Collaborative's development and in enhancing its effectiveness.
- Undertaking special projects as assigned.
- Keeping informed on relevant Collaborative policy issues.
- Assisting in the creating of reports, position statements and policies.
- Delivering presentations, attending and tabling at events to promote the assigned portfolio of Collaborative campaigns.
- Coordinating with the Communications Director to develop and implement communications plans for a portfolio of campaigns.
- Supporting the Communications Director when necessary in helping to identify potential interview candidates to develop media stories about air quality in the region.
- Assisting in the developing and updating of campaign materials and messaging for members of the Collaborative to use in their work including on the Breathe Project website.
- Producing and tracking Collaborative campaign convenings, discussions and interactions.

BEHAVIORAL COMPETENCIES

The successful candidate will possess the following behavioral strengths:

- Composure: Is cool under pressure; is considered mature; can be counted on to hold things together during tough times; can handle stress.
- Integrity and Trust: Is seen as a direct, truthful individual; keeps confidences; does not misrepresent themselves for personal gain.
- Interpersonally Savvy: Relates well to all kinds of people; builds constructive and effective relationships; uses diplomacy and tact.
- Listening: Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when they disagree.
- Strategic Agility: Sees ahead clearly; can anticipate future consequences and trends accurately; is future oriented; can create creative communications plans.
- Effective in Team Environment: Communicates strong morale and spirit in their team; shares wins and successes; defines success in terms of the whole team; creates a sense of belonging in the team; works in-person with team members at the Collaborative's workspace.
- Self-Starter: has the ability to come up to speed through initiative.
- Resilient: can deal with tough questions and challenging audiences.
- Dedicated: able to work evenings and weekends, when needed, in response to Breathe Collaborative needs and opportunities.

KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate will possess a blend of the following:

- Program Manager: a minimum of three years' experience in a program or campaign manager role within an environmental, public health, or health-related agency or nonprofit with an undergraduate degree in environmental policy or business or comparable.
- Program Director: a minimum of five years' experience in a program or campaign manager role within an environmental, public health, or health-related agency or nonprofit with a Master's degree in environmental policy or business or comparable.
- An understanding of issue agenda-setting campaigns and communications.
- Proven experience in program management.

- Proven stakeholder management skills.
- Proven experience with leading and engaging a team effectively.
- Ability to effectively communicate orally and in writing, and be creative, innovative, and well organized.
- Excellent public speaker/communicator of nuanced information.
- Must be proficient in applications (WordPress, MailChimp) and basic computer skills (MS Office).
- Must be able to work effectively and personally with staff and embrace the opportunity to be of service to Collaborative participating members.
- Ability to work independently and remotely.
- Excellent interpersonal and communication skills.
- An understanding of the scientific research process.
- Ability to learn computer applications as needed.

SPECIFIC CAMPAIGN DOMAIN AREAS (in coordination with the Executive Director)

- SWPA regional petrochemical system engagement.
- Interface/liaison with Ohio Valley and national petrochemical system campaigns as is appropriate. At a minimum keeping the Executive Director apprised of the Ohio Valley and national petrochemical system opportunities.
- Regional airshed governance accountability, including ACE, ACHD, corporate, and regional municipal governments.
- Stay abreast of permits and permit hearings and attend when necessary.
- Stay abreast of regular meetings of ACHD (Board of Health, Air Division Subcommittees, and others).
- Deployment of new technologies, such as monitoring.

COMPENSATION

This position offers a competitive salary and benefits package, consistent with groups of similar size, scope, and scale. Program Manager: \$70,000 annual; Program Director: \$80,000 annual.

HOW TO APPLY

To apply, respond with cover letter and resume to:

breathe@breatheproject.org

APPLICATION MATERIALS DUE BY: Friday, March 31, 2023.

Please direct all inquiries related to this position to Matthew Mehalik, Ph.D., Executive Director, Breathe Project / Collaborative, at the listed email.

The Community Foundation for the Alleghenies is an equal opportunity employer.