



Friends of Harbors, Beaches and Parks Program Consultant

Background

Friends of Harbors, Beaches and Parks (FHBP) is a 27-year-old 501(c)(3) non-profit organization with a mission “to promote, protect, and enhance the harbors, beaches, parks, trails, open spaces, natural preserves, and historic sites in Orange County.” Founded after the Orange County bankruptcy, the organization has positioned itself as a leader in conservation, environmental, and sustainability work. This includes managing multiple coalitions; participating in local, regional, and state policy; and taking positions on local and regional development projects. This work is housed under an umbrella campaign called the Green Vision Project.

Contracting Opportunity

FHBP seeks to engage a Program Consultant to report to the Board of Directors to assist in its implementation of the Green Vision Project and grant-related activities. This work features two core activities: (1) participating in policy, advocacy, and other grant funded activities; and (2) managing the Green Vision Coalition. This position is the public face of FHBP and works closely with the Board to ensure branding and communication pieces are on message. This contracted position is funded primarily through grant sources.

A secondary effort may include supporting the Safe Trails Coalition. FHBP is a founding member of this Coalition and facilitates quarterly meetings with four other founding member organizations. The goal of this work is to find a balance between natural resource protection and safe recreational use of our public lands.

Scope

Coordinate and work closely with the FHBP Board on the following:

Manage Policy Initiatives

- Serve as the policy lead for FHBP’s Policy Committee to monitor relevant legislative and regulatory activity, submit comment and position letters to decision makers and thought leaders, and help formulate strategies to advance FHBP objectives.
- Participate and contribute (via testimony, public comment, committee work, etc.) at relevant meetings, working groups, etc., to advance FHBP policy objectives.
- Continue FHBP’s advocacy related to conservation, sustainability, and parks throughout Orange County.
- Coordinate, manage, and grow the 80+ member Green Vision Coalition.
- Support the Safe Trails Coalition project.
- Serve as a liaison with other regional and state coalitions in which FHBP participates.



Communications & Outreach Strategies

- Coordinate with the Board to contribute to and assist with internal and external communications that effectively describe and promote FHBP, its vision, goals, and program work.

Implement Fundraising Strategies

- Fulfill existing and future grant objectives as required by grant agreements. Prepare grant reports as required or requested by funders or the Board.
- Assist with identifying and securing funding opportunities to advance FHBP objectives.

Completion of the scope will require attending all FHBP Board meetings (generally monthly, plus select committee meetings, most of which are virtual) and attending a variety of meetings, workshops/working groups, volunteer events, and park events - primarily in Orange County. Some work may require participation in events and meetings in the Southern California region.

The above statements are intended to describe the general nature to be performed by the individual in this contract role. Other duties may be requested at FHBP's discretion and the independent contractor's availability/skills.

Requirements

- BA/BS (preferred) required in public policy, environmental studies, government relations, political science, or a related field.
- Proven experience in the public policy arena or other similar position.
- Minimum of 3 years' experience in the non-profit sector.
- Minimum of 3 years' experience in engagement methods.
- Minimum of 3 years' experience in project management.
- 3+ years' experience in grant writing with a track record of grants received.
- Demonstrated communication skills. Able to communicate effectively and fluently in English verbally and in writing.
- Aptitude for problem solving.
- Ability to manage multiple projects with multiple deadlines.
- Be able to attend a variety of meetings, volunteer events, and park sites in Orange County - either in person or virtually (when appropriate). This may include evenings and/or weekends.
- Be a sole proprietorship (with valid business license), partnership, LLC, LLP, or corporation.
- Be proficient in MS Office and comfortable using a variety of devices and software types.
- Supply your own computer/laptop and transportation to complete required tasks.
- Experience with Google Workspace, MailChimp, and Zoom.

Contract Length

Funding is secured through the end of 2024. The contractor must work closely with the Board to develop proposals for future grants to continue this work next year.



Compensation

This position is a contract position billed on an hourly basis with an anticipated range of 15-20 hours per week. Weekly/monthly hours needed may fluctuate based on organizational needs and priorities. Pre-approved incurred expenses are to be billed separately.

Location

This is a remote, work from home contract. This contract will require some local travel to attend meetings, events, and briefings mostly in Orange County proper, though some activities may occur in adjacent counties.

Contracting Process

Applicants interested in this Scope of Work must submit a cover letter, proposed billing rate, resume, and one page professional writing sample to President@FHBP.org by March 29, 2024.