

POSITION AVAILABLE: *PROGRAM & DEVELOPMENT MANAGER*

Dream in Green (DIG) seeks a highly responsible professional to manage environmental programs and direct development functions for the Miami-based, non-profit organization. The Program & Development Manager is responsible for program management of the Green Schools Challenge (GSC) and the implementation of DIG's development and marketing plan. Responsibilities include developing short and long-range goals, proposals for collaboration, plan of action and establishing priorities. General direction is provided by DIG Executive Director who holds the incumbent responsible for the management of assigned programs and tasks, as well as the achievement of DIG goals and objectives.

JOB RESPONSIBILITIES

- Management of the Green Schools Challenge includes:
 - Update the GSC guidebook including activities, content and design
 - Identify potential partners for The Dream in Green Academy and build collaborations.
 - Develop and implement plan for recruiting schools
 - Organize and facilitate the Professional Development Training, Mid-year Meeting and Awards Ceremony, as well as other required meetings and events
 - Conduct school site visits to provide technical and administrative support
 - Gather and organize required submissions from schools, including sending monthly challenge activities reminders
 - Create and manage database of schools
 - Write content for monthly e-newsletters for schools and other external communication as required
 - Coordinate production of the training video
 - Assist in the management of the Green Leadership Grants
- Management of development and marketing activities includes:
 - Develop and implement DIG's development plan and help write proposals
 - Research, write and manage the grants
 - Assist with implementation of DIG's social media strategy
 - Assist with website management
 - Write content and design graphics for marketing collateral for Constant Contact, social media and website; sponsorship & event emails; community events; and development activities
 - Write press releases and blog posts
 - Create PowerPoint and/or Prezi presentations
- Assist with other duties as required including but not limited to ongoing program design, development, and management, supervision of college service-learning students, etc.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Marketing, Public Administration, or related field. Two years of professional administrative experience involving environmental issues to include grants administration, project management, development, or education. Supervisory experience is highly desired.

PREFERED KNOWLEDGE, ABILITIES, AND SKILLS

- Considerable knowledge of environmental education, with experience in program development, implementation, and evaluation
- Knowledge of principles and practices of marketing and public relations
- Knowledge of design of various publications, documents, forms, brochures, and other printed materials
- Grant writing experience
- Plan, organize, and manage projects
- Communicate clearly and concisely, verbally and in writing
- Express ideas clearly, concisely, orally and in writing
- Establish and maintain effective working relationships with Board members, co-workers, colleagues, sponsors, and a variety of public and private officials
- Excellent presentation and training skills
- Creative and critical thinking skills

TYPE OF POSITION & SALARY

Full-time position Range \$18/hour (commensurate with experience) 40hrs/week

SUBMISSION PROCEDURES

Please email resume and cover letter to Karla Utting, Executive Director at karla@dreaminggreen.org

We are seeking to hire immediately. Response will be limited to those candidates who are being considered for interviews. Dream in Green is an Equal Opportunity Employer.