

LegacyWorks Group  
Santa Barbara Regional Initiative  
Project Manager Role Description

**Being Part of the LegacyWorks Group Team**

At LegacyWorks, core values of our team are to be open-hearted, entrepreneurial and highly collaborative. Team members have a variety of leadership, facilitation and project management experience as well as a diversity of cultural and educational backgrounds. We are seeking curious candidates with sharp minds who learn fast. The role we play in our work requires us to be comfortable with complex challenges that rely on collaboration, innovation, diplomacy, relationship building, leadership and high levels of partner and community engagement. We strive to approach new ideas and challenges with optimism and show up open, curious and committed to learning. Our work requires a commitment to exploring the edges of what is possible and thus, requires continuous personal and professional growth.

LegacyWorks seeks out high impact opportunities that often will not move forward unless we can play one or more catalytic roles including facilitation, project management, process design, strategy development, planning, collective resourcing, leadership development, community engagement, data dashboard development and more.

Team members must be comfortable working across and moving between domains while cultivating networks, trust-based relationships and partnerships with leaders across these arenas. We are a team of entrepreneurial leaders excited to grow our programs and our regional team, building on our track record of success, and extending our impact in new ways.

**Santa Barbara Regional Initiative**

Our Santa Barbara regional initiative has a wide range of grant-funded and fee-for-service programming that spans community resilience, conservation, climate action, pandemic response, wildfire and disaster preparedness and recovery, critical social services, impact investing and market-based solutions. Each project is a highly collaborative endeavor, where we show up in service of the collective effort of a group of partners. Projects are primarily in the geography of Santa Barbara County but at times expand into neighboring Ventura and San Luis Obispo Counties.

## **Project Manager**

The Project Manager will report to and work closely with the Regional Deputy Director primarily, other Santa Barbara Regional Initiative team members and also engage with other members of the LegacyWorks Group team from all geographies. They will manage and facilitate activities of a variety of LegacyWorks projects that address Santa Barbara community priorities. Projects may address a range of issues that help to advance community resilience. A key project that this position will manage is the Collaborative Resourcing Team (CRT), a collaborative established by a coalition of partners to advance wildfire resilience project readiness and implement outreach and engagement activities. The CRT will also develop and maintain three critical open source databases to enable the resourcing and implementation of collaborative resilience initiatives as well as a wildfire resilience data dashboard to track, measure and synthesize key wildfire resilience metrics.

### **Key CRT Manager roles include:**

- Establish, steward and facilitate a CRT Steering Committee that oversees wildfire resilience project advancement and is composed of diverse key partner representatives and participants drawn from the Regional Priority Plan for Wildfire Resilience and Ecosystem Health (RPP), Santa Barbara Regional Climate Collaborative, Central Coast Climate Justice Network, and Central Coast Climate Collaborative among others.
- Build trust and deepen relationships with partners through conscious leadership on critical issues, supporting community initiatives, and more.
- Lead, coordinate and implement outreach and promotional activities in collaboration with partners that advance awareness of resilience needs and initiatives, project identification and development, and fundraising for implementation.
- Oversee and manage contractors including technical service providers and grant writers.
- In collaboration with partners, lead development of projects and implement funding strategies through private donations and foundation and government grants.
- Lead development and upkeep of an integrated open source database of wildfire resilience projects, funders, and partners to serve as a resource for project development and funding.
- Lead development and maintenance of a web accessible wildfire resilience data dashboard that will measure and communicate the success of the CRT as well as progress on community wildfire resilience.

**Desired Skill Sets and Aptitudes:**

- Aptitude or passion for building community resilience
- Strong interpersonal, partnership development and organization skills
- Conscious leadership values
- Demonstrated experience with project oversight, budget development and management
- Experience working with and/or facilitating coalitions or groups
- Relevant experience performing project management duties that include: creative problem solving, working independently and as a part of an interdisciplinary team, coordinating consultants, technical writing, scheduling, and budgeting
- Excellent verbal and written communication skills
- Highly organized
- Demonstrated successful experience in grant writing and administration

**Structure:** LegacyWorks brings extraordinary leaders onto our team in ways that work for them. This position would start as part-time with the potential to become full-time.

**Diversity:** LegacyWorks Group is committed to increasing the diversity of the team, including board and staff, and improving compensation and benefits. We welcome candidates of all backgrounds and value life experience and educational achievements.

**How to Apply:** If you have questions, please direct inquiries to Ellen at [ellen@legacyworksgroup.com](mailto:ellen@legacyworksgroup.com). To apply please submit a cover letter and a resume or CV. Please include a statement of your vision for the position, your fit with LegacyWorks, your impact purpose, and a statement of diversity.