
Scope of Services for Executive Director of Local Corps Collective

Position Title: Executive Director

Terms: Independent Contractor

Apply: Email resume & cover letter to info@corpscollective.org

FUND DEVELOPMENT

- Apply for national, state and local foundation grants for workforce development and project grants to support both Local Corps Collective (LCC) and all - local Corps
- Lead and coordinate grant development efforts and applications in collaboration with the LCC Grant Writer and LCC Fund Development Affinity Group, ensuring strategic alignment, effective communication, and coordination among member corps. Establish and maintain clear protocols to prevent duplication of efforts, protect existing funder relationships, and ensure that LCC fundraising initiatives complement the independent development activities of individual Local Conservation Corps while preserving their organizational autonomy and established funding partnerships.
- Support the development of current, new and old partnerships with LCC and the local corps.
- Monitor and provide oversight to all current grants to ensure grants are implemented on schedule and in full compliance as specified by the grantor.
- Actively develop new grantee relationships that might lead to future grantee funding, both short and long term.
- Provide strategic leadership and vision to advance the local corps movement, working with LCC and member local corps to identify and pursue innovative programs, partnerships, and funding opportunities that better serve Corpsmembers.

PROGRAM AND PROJECT MANAGEMENT

- Facilitate monthly and quarterly LCC meetings, both in person and virtually when appropriate
- Facilitate monthly Executive Board Committee meetings.
- Attend special Board or Executive Board Committee meetings when necessary.
- Regularly meet with and attend external stakeholders' meetings and conferences to advance the mission of the LCC.
- Submit (at minimum) monthly LCC Activity Reports to the Executive Board Committee or as requested/required by LCC Executive Board Committee
- Supervise and provide oversight to LCC Project Manager/Director(s) related to past, current and future Project Grant Funding.
- As appropriate, serve as a liaison to the LCC Project Manager to facilitate effective communication, coordination, and alignment on project activities and priorities.
- Support and assist in the coordination of LCC Affinity Group meetings.
- Strengthen partnerships between LCC and its member Local Conservation Corps; provide EEC consultation, coordination, and outreach support related to funding opportunities and other corps-designated funding sources; and serve as the primary point of contact for LCC Corps Preference projects, facilitating communication and coordination among relevant stakeholders.
- Support and collaborate with membership and partner organizations to develop private and public funds that enhance and grow LCC programs.

- Provide leadership and support to special committees, like the Council for Water and Natural Resources Programs (CWNRP).

MARKETING/COMMUNICATIONS

- Oversight and Coordination of Marketing/Communications consultant(s).
- Ensure LCC Marketing/Communications messaging and all social media outreach is synchronized with CALCC Marketing/Communications Committee.
- Meet and coordinate at least monthly with LCC Marketing/Communications Consultant(s).

LOCAL CORPS COLLECTIVE ADMINISTRATION

- Supervise and provide oversight to LCC Accounts Manager/Controller.
- Supervise and coordinate daily, weekly and monthly account activities as needed. Oversight over all administrative activities including but not limited to monthly invoices, financial management of all sub-agreements and contracts, timely submittal of monthly LCC and Bank Statements and Annual Financial Audit.
- Supervise and provide oversight to LCC Executive Assistant (pro bono) that will include but not be limited to providing timely notification to all LCC meetings as well as sending out agendas in advance of meetings, providing timely meeting minutes, and coordinating the timely submission of legal documents and contract agreements.
- Act as first signatory for all LCC bank checking and savings accounts.