Organizational Overview:

Fairmount Park Conservancy exists to champion Philadelphia’s parks. We lead capital projects and historic preservation efforts, foster neighborhood park stewardship, attract and leverage investments, and develop innovative programs throughout the 10,200 acres that include Fairmount Park and more than 100 neighborhood parks around the city.

Position Overview:

The Coalition and Convening Manager is a unique position recently created by Fairmount Park Conservancy. This position will primarily work on:

- Convening community members, citizen advocates, and public space partners around key geographies and common issues
- Drawing on these networks to advance FPC’s strategic plan, priorities, and initiatives
- Building and documenting FPC’s network of resources and trusted partners amongst Philadelphia’s diverse communities of park neighbors and partners
- Creating opportunities for constituents to learn from one another, inform, and support FPC’s project and program delivery
- Promoting the following qualities in Philadelphia parks through these convenings and coalitions: equitable access to high quality environments and experiences; civic engagement; radical inclusivity; equitable economic value creation

Responsibilities:

- Create work plans and community asset maps to develop and maintain relationships for FPC’s core geographies in East & West Fairmount and FDR Parks
- Manage and update customer relationship management database (Raiser’s Edge NXT) to record relationship mapping across FPC divisions, informed by monthly debriefing with FPC colleagues
- Assist the Communications team in collecting relevant information about our parks and adjacent communities (events and programs, crime stats, permits, street closures, etc.) to regularly update constituents
- Attend Registered Community Organization (RCO) and Police District Public Service Area meetings in the key geographies and represent the interests of the organization as communicated by the leadership team
- Identify and solicit project and program concepts from community members and coalitions in East and West Fairmount Parks
- Develop mechanisms to communicate and select programs and projects for annual community-driven investment
- Collaboratively manage the Park Friends Network to build trust in FPC and City partners, foster capacity building and learning opportunities, and provide resources for group facilitation and conflict resolution
Coalition & Convening Manager

- Coordinate with local and national Civic Commons partners on management of a ‘Learning and Caring Network’ that facilitates learning opportunities among the Coalitions
- Lead collaboration with partners on a bi-annual Public Space Summit, bringing together public space organizations and community stakeholders in a day of learning that builds local capacity and social capital, fosters connections across the city and generates inspiration in engaging communities in neighborhood-centered programs and projects
- Oversee the administrative duties related to the above programs:
  - Database management including processing data from the GivePulse volunteer management platform, updating engagement communications tracking system and submitting monthly reports to Development for cross-team coalition building, funder reports, grant requests, and Raiser’s Edge NXT integration
  - Provide weekly updates and statistics at staff meetings
  - Budget management
  - Manage all the logistics for meetings and learning network opportunities

Qualifications & Competencies:

- Bachelor’s degree or equivalent combination of education and experience
- Demonstrated ability to communicate, motivate, lead, and relate effectively to a wide variety of individuals across all demographics and experience levels
- Experience and training with conflict resolution, mediation, group facilitation, and trauma-informed best practices
- 3 - 5 years experience program coordination
- Understanding of natural landscapes and tree care a plus
- Valid Driver's License
- Ability to lift 25 pounds
- Willingness and ability to work in all weather conditions
- Bilingual highly desirable
- Must have current and appropriate Criminal Background check, Child Abuse clearance, and FBI Clearance prior to and throughout the duration of employment

Evening and weekend availability is a key component of this position.

Reporting and Management Duties:

This position reports to the Senior Director of Community Programs and Partnerships but will work closely with all departments at Fairmount Park Conservancy. The Stewardship and
Engagement Coordinator reports to this position and we anticipate hiring a Convening Coordinator under this position later in 2022.

Compensation:

The salary range for this position is $53,000 - $60,000. Additionally, Fairmount Park Conservancy offers a generous benefits package including health, dental, and vision, as well as life, disability, and retirement.

Anti-Discrimination Policy:

The Fairmount Park Conservancy does not discriminate based on ethnicity, race, gender or sexual orientation and encourages all qualified individuals to apply.

COVID-19 Vaccination Requirement:

All employees at the Fairmount Park Conservancy must be fully vaccinated against COVID-19. Successful applicants will be required to show proof of vaccination. Reasonable accommodations will be considered for those with qualifying medical or religious exemptions.

To Apply:

Thank you for your interest in the Fairmount Park Conservancy. Please prepare a formal letter of interest, resume, three work related references, and salary requirements as either PDF or Word documents and submit at https://app.smartsheet.com/b/form/d250369117dd488baa22a899d5c26268.

Please, no phone calls or mailed applications. Submissions will be reviewed on a rolling basis, application deadline is Friday, 3/4/2022.