JOB DESCRIPTION AND QUALIFICATIONS

POSITION: GLOBAL COALITION MANAGER

Plastic Pollution Coalition is a global alliance of over 750 member organizations, businesses, and leaders in over 65 countries, working toward a world free of plastic pollution and its toxic impact on humans, animals, the ocean, waterways, and the environment.

PPC was founded in 2009 as a platform to amplify a common message through strategic planning and communication. Our more than 750 member organizations and a growing number of individuals seek to increase awareness and understanding of the plastic pollution problem, and to find sustainable solutions. We aim to empower more people and more organizations to take action to stop plastic pollution and to live plastic-free.

www.plasticpollutioncoalition.org

OPPORTUNITY

At a time when the global awareness and momentum to reduce single-use plastic has reached unprecedented levels, PPC aims to hire an experienced Global Coalition Manager to help strategically guide and reactivate the existing coalition, which has been built over the past ten years. The successful candidate will help develop a renewed structure to more actively engage and serve PPC’s coalition members to ensure they are closely aligned with this changing global movement. Furthermore, this is an exciting opportunity for the successful candidate to establish and lead a Global Coalition Management team with regional nodes of focus.

As such, PPC seeks an experienced Global Coalition Manager who can help develop a comprehensive membership engagement strategy to reactivate and re-engage the existing coalition, while concurrently expanding membership globally. PPC is specifically seeking a candidate with experience:

- Growing international member-based organizations;
- Developing global engagement strategies for member-based organizations;
- Developing standard operating protocols and guidelines for vetting potential members;
- Developing membership benefits and tiered membership systems, including fee-based and business partnerships;
- Managing and organizing online membership directories/databases via Association Management Software;
- Analyzing membership data and developing effective membership metrics;
- Creating and expanding diversity of coalition membership demographics.
LOCATION: Washington, DC

REPORTS TO: Julia Cohen, Managing Director

RESPONSIBILITIES

The successful candidate will be an integral part of a cohesive, highly motivated team in a fast paced and collaborative environment, and will assume responsibility for supporting the CEO, Managing Director, and Deputy Director in assisting with all coalition and outreach activities. Working with the Executive Leadership Team to implement the organization’s coalition strategy, including supporting and tracking specific coalition member organizations for special projects and the overall engagement, monitoring and reporting on the progress in attaining overall coalition development and outreach goals, and supporting the entire team with all coalition building and outreach activities. The successful candidate will also help organize in-person regular coalition meetings in Washington, DC and elsewhere as needed.

Specific responsibilities include (but are not limited to) the following:

- Develop a coalition strategy that aligns with PPC’s organizational strategy;
- Track coalition members and partners, maintaining the comprehensive database of contact information, web presence, and membership/reach of each member;
- Monitor coalition members’ research, communications, and advocacy efforts, and compile them through the construction and publication of a monthly coalition newsletter;
- Develop and lead a Global Coalition Management team with regional areas of focus;
- Monitor social media of coalition members and partners, in addition to other environmental organizations and websites, and regularly submit articles and news pieces relevant to PPC’s mission for inclusion in the newsletter or re-publication on PPC social media channels;
- Keep coalition members engaged in PPC’s work and recruit additional members as directed;
- Help organize Coalition Working Group Calls and/or meetings to discuss the strategic direction of the coalition and to evaluate progress;
- Organize coalition and public interest community meetings and outreach efforts as needed;
- Maintain monthly newsletter/email list and Google group, and expand and maintain PPC database;
- Participate in regular staff meetings and calls;
- Perform other responsibilities as assigned by the CEO, Managing Director, and Deputy Director;
- Additional administrative support as needed.
REQUIRED QUALIFICATIONS

- Minimum 5-7 years of professional experience in a similar position with demonstrated coalition building, management, and outreach experience;
- Master degree (or equivalent professional experience) is preferred;
- Successful track record in developing effective digital engagement and communication strategies for global coalitions/member-based organizations;
- Existing familiarity using Google Apps (Gmail, Drive, Calendar), the Microsoft Office Suite (Word, Excel, PowerPoint), and Mac operating systems;
- Proficient in CRM (e.g. NationBuilder, Mailchimp) and/or Association Management Software;
- Self-motivated ability to quickly adapt to new technology and software environments;
- Excellent verbal, written, and proofreading skills with an eye for quality and detail;
- Skilled in multitasking, organizing, and prioritizing competing time demands to ensure the ability to meet commitments and deadlines;
- Able to manage multiple projects while maintaining big picture overview of changing priorities and tasks;
- Pro-active with the ability to work both independently and as a team player;
- Experience working outside the US and in collaboration with diverse and multicultural groups;
- Sensitivity to and appreciation of cultural differences is required;
- A high degree of ethics and standards of personal conduct;
- A good sense of humor and positive attitude;
- Strong commitment to Plastic Pollution Coalition mission.

JOB DETAILS

This is a full-time position.

PPC offers a competitive salary commensurate with experience and a comprehensive benefits program.

Qualified candidates should submit a resume and cover letter detailing the candidate’s previous experience building and managing coalitions to: summer@plasticpollutioncoalition.org. Please indicate “Global Coalition Manager” in the subject line.

Applications will be reviewed on a rolling basis. Applicants are strongly encouraged to apply as soon as possible, as we aim to fill this position immediately.