

REGIONAL ENGAGEMENT MANAGER FOR HILL COUNTRY ALLIANCE

Founded in 2005, the [Hill Country Alliance \(HCA\)](#) brings together a broad coalition of partners throughout a 17-county region of Central Texas with the long-term objective of preserving the natural resources and unique character of the Texas Hill Country. HCA focuses on community engagement around stewardship of Hill Country land, water, night skies, and communities. Led by a professionally and geographically diverse board, HCA bridges traditional boundaries (e.g. urban-rural divides) through education and outreach, capacity building, gentle advocacy, and partnerships to ensure a healthy and vibrant Hill Country for future generations.

HCA's success relies deeply on the relationships, trust, and community-by-community awareness we have developed across the region. We have found that the closer our relationships and presence in a community are, the more impact we can have there. Our *Regional Engagement Manager* position is established to this end. Specifically, this position will increase HCA's presence and capacity in the south-central Hill Country – in Bandera, Kendall, Kerr, and Medina counties—where there is still considerable open space, as well as significant development pressures facing small communities. The *Regional Engagement Manager* will work across HCA's program areas – Land, Water, Night Skies, Communities, the Texas Hill Country Conservation Network, and the Leadership Institute – in some cases, leading HCA's work on local initiatives, in other cases, supporting the work of colleagues.

PRIMARY RESPONSIBILITIES

This position reports to the Program Director of HCA and works in close coordination with the entire staff.

Primary areas of emphasis include:

COMMUNITY ENGAGEMENT AND RELATIONSHIP BUILDING (50%)

- Attend key local government meetings and community events across multiple counties, developing a strong understanding of the local issues and community dynamics, as well as new relationships with influential individuals and potential future leaders.
- Identify emerging challenges and opportunities for local policies, programs, and projects that advance HCA's strategic objectives.
- Serve as a go-to resource for in-person presentations and meetings with community leaders and others on a wide variety of issues that HCA works on.
- Deepen and expand HCA's relationships with grassroots groups, landowner networks, and other organizational partners in the area by identifying and pursuing new opportunities for partnership and collaboration.
- Provide on the ground support for HCA's events in the area.
- Serve as a conduit between local stakeholders and HCA's subject matter experts.

STRATEGIC PROJECT DEVELOPMENT & MANAGEMENT (30%)

- In collaboration with HCA colleagues, identify, plan, and execute projects designed to advance HCA's strategic goals.
- Develop strategies with measurable goals and objectives to meet the challenges and opportunities observed in communities.
- Work collaboratively with a broad spectrum of partners, including paid consultants, grassroots community groups, and elected leaders.
- Identify local, state, and federal funding programs that advance HCA's strategic objectives and promote these programs to local governments and key partners.

OPERATIONS AND ADMINISTRATION (20%)

- Maintain project and grant budgets and ensure timely reporting.
- Craft annual program work plan, budget, and fundraising strategy in coordination with supervisors and development staff.
- Assist with grant applications and develop and manage relationships with key funders.

- Work collaboratively with HCA administrative and communications staff and board members.

GENERAL REQUIREMENTS & PREFERRED EXPERTISE

- Must reside within the target geography of Bandera, Medina, Kerr or Kendall Counties.
- Degree in city or regional planning, public policy, natural resource management, or a related field, OR a minimum of 5 years of experience in nonprofits, government, or related field.
- Must be highly motivated, energetic, deadline-oriented and able to handle multiple priorities.
- Must be highly organized with attention to detail.
- Excellent interpersonal skills, emotional intelligence, as well as verbal and written communications skills.
- Strong meeting facilitation skills for small and large meetings, including necessary prep work and follow up.
- Self-starter, lots of initiative and ability to work independently and learn on the job.
- Availability to work occasional evenings or weekends for events and local meetings.
- Must have a vehicle, valid driver's license, and willingness to travel throughout the 17-county Hill Country for daytrips and very occasional overnight trips. Work from the office in Dripping Springs is required at least once per month for in-person staff meetings.
- Proficiency in Microsoft office suite is required.

BENEFITS

- Salary baseline \$65,000, negotiable commensurate with experience.
- HCA values work-life balance and a family-friendly atmosphere. We have a flexible 40-hour workweek schedule that can be modified to meet staff needs. At times evening and weekend work will be necessary, time off should be taken to balance a 40-hour schedule.
- Two weeks paid vacation, three weeks after 5 years of employment, and opportunity for a paid sabbatical after 7 years.
- 10 paid major holidays, plus the week between Christmas and New Years, paid time off.
- 6 weeks of paid, plus 6 weeks of optional unpaid, maternity/paternity or family leave.
- Up to 3% matching contribution to retirement plan after 6 months' employment.
- Option of HCA group medical insurance OR \$430/month stipend after 1-month employment.
- HCA offices located in Dripping Springs.
- Amazing Hill Country experiences and a network of support in the form of HCA Board of Directors and partners.

APPLICATIONS:

Applications will be reviewed on a rolling basis through June 1. Target start date is June 15.

Hill Country Alliance is proud to be an Equal Opportunity employer and we welcome applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. HCA is committed to providing access, equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities. The requirements listed in our job descriptions are guidelines, not hard and fast rules. If you have 75% of the qualifications listed, we encourage you to apply. Applying gives you the opportunity to be considered.

Candidates should send their cover letter, resume and three references to info@hillcountryalliance.org with the subject line "Regional Engagement Manager Application."