



RISING SUN

CENTER FOR OPPORTUNITY

JOB DESCRIPTION: REGIONAL MANAGER, BAY AREA

The Regional Manager, Bay Area is integral to the annual success of the Climate Careers program. Based in Oakland, with a greater Bay Area reach and impact, the Regional Manager position is essential to providing youth with their first green job, while also helping local households build climate resilience.

The Regional Manager is a full-time position on the Climate Careers team that reports directly to the Senior Program Manager and supervises a team of temporary staff members. In addition, the Regional Manager, Bay Area works in collaboration with the Director of Youth Programs, a second Regional Manager, Bay Area, and the rest of the Climate Careers team. This position is an integral part of Rising Sun's commitment to youth and communities throughout the Bay Area.

Climate Careers uses an employment social enterprise model to combine home energy and water-saving services with youth development. Our free Green House Call service consists of energy and water use assessments, installation of efficiency devices, and client education. Youth program participants deliver this service to thousands of homes every year, both virtually and in-person, while growing personally, and professionally. Participants then transition into the externship component of the program where they are given further paid work experience with a partner Host organization.

A successful Regional Manager...

- Is a creative thinker, solution-oriented, resourceful, and effective in their work, both individually and as a member of a team. When you are faced with a challenge, you have multiple ideas on how to solve it.
- Is confident in their leadership and ability and has experience managing and motivating people. You are a strong relationship-builder, and enjoy working in collaboration with others, especially with new professionals who are learning in real time and on the job.
- Has experience successfully managing and implementing projects and/or programs. You thrive in a fast-paced environment with competing priorities that require organization and a strong attention to detail. You can work on multiple projects at once.
- Actively works to grow professionally and helps others to do the same. You are open to receiving feedback and enjoy providing others with growth opportunities and constructive input.
- Is an ambassador of organizational culture. You hold the "big picture" lens of the organization, and the Climate Careers program, when making decisions.
- Demonstrates self-awareness, in terms of understanding their own culture, identity, biases, prejudices, power, privilege, and stereotypes.
- Demonstrates willingness to challenge and change institutional practices that present barriers to different groups
- Is passionate about Rising Sun's intersectional mission and work

The Regional Manager is responsible for...

Staff and Program Management

- Implementing a successful Climate Careers program throughout the Bay Area – recruiting, managing, supporting, and mentoring temporary program staff; troubleshooting and problem-solving day-to-day issues; leading youth development initiatives; and managing in-person site offices throughout the Bay Area
- Working closely with the Program and Alumni Services Manager to place participants with host organizations and ensure youth's successful completion of the externship period
- Planning, modifying, and creating training materials for temporary managers and youth participants
- Working collaboratively with the Climate Careers team to identify and execute new program initiatives, contributing to the design and vision of the program
- Designing and implementing youth development strategies based on resilience

Recruitment and Hiring

- Recruiting, interviewing, hiring, training, supervising, and supporting seasonal staff who play an integral role in preparing for, and implementing, a summer youth employment program
- Recruiting, interviewing, and hiring local youth to participate in and complete the Climate Careers program, while adhering to Climate Careers recruiting targets
- Working closely with HQ admin/operations staff to onboard temporary staff and youth

Community Outreach and Partner Engagement

- In conjunction with the Senior Program Manager, overseeing and managing key program contracts and deliverables
- Identifying and nurturing strategic relationships with local partners, stakeholders, and funders to effectively implement and enhance the program and its impact
- Collaborating and working closely with the Senior Community Engagement Manager, the Outreach Manager, a team of temporary seasonal managers, and a Climate Corps Fellow to ensure that all outreach and Green House Call goals are met
- Upholding and uplifting Rising Sun's brand, messaging, and values in all communications

Data and Operations

- Working with the Senior Program Manager to ensure proper tracking of program data and metrics for continuous programmatic learning and evaluation
- Ensuring pre- and post-program planning, management, and reporting is completed
- Securing temporary site spaces for the implementation of the in-person Green House Call component of the program.
- Other duties as assigned

To hold this position, you must...

(We are serious; no matter how much we like you, we simply cannot consider you for this position if you don't meet the following:)

- Have a car, valid driver's license, and insurance
- Have the ability to work some flexible hours – occasional evenings and weekends
- Have the ability to travel throughout the Bay Area 40%- 60% of the time
- Reside in the State of California (preferably the Bay Area) or have the ability to move; able to travel to our offices in Oakland on a daily basis during certain periods of the year
- Have proof of being up to date on all recommended doses of the COVID-19 vaccination by start date

It's a big plus if you...

- Have experience working with, supervising, training, and/or recruiting youth ages 15-24, especially youth from low-income households and/or opportunity youth
- Have experience managing important stakeholder relationships (e.g., community-based organizations, local governments, utilities, funders, and/or other partners)
- Have experience managing programs, particularly energy efficiency or youth development programs
- Have experience in data analysis and database management
- Are bilingual

About Rising Sun...

Rising Sun is a premier nonprofit organization operating in the San Francisco Bay Area and San Joaquin County. Our mission is to build career pathways for economic equity and climate resilience. With offices in Oakland and Stockton, Rising Sun's workforce development programs, Climate Careers and Opportunity Build, specialize in preparing youth, women, and individuals in reentry for high-road careers and green pathways that offer family-sustaining wages. Since our founding in 1994, Rising Sun has trained and employed more than 3,000 youth and adults while helping nearly 60,000 households reduce their carbon footprint. Our vision is a just and sustainable future for all people and our planet.

About our culture...

We are mission-driven and work hard because we care about what we do. We are deeply committed to equity and inclusion and want to do the self-work necessary to be successful in these areas. We like working with each other and we like to make work fun. We like to try new things and encourage each other to find unique and unconventional ways to tackle tough problems. We celebrate every birthday, eat a lot of dessert together, and recycle the same birthday candles until they're gone. There's usually at least one dog hanging around the office, and sometimes a staff member's kid or two as well. We want people to grow. We like to promote from within and build each other up, but we also like to bring in new ideas and different perspectives. We're looking forward to meeting you and hearing about how you can contribute to making Rising Sun a great place to work.

You might also be wondering about pay and benefits...

This is a permanent, full-time, exempt, salaried, and benefited position with an annual base salary of \$70,000. Rising Sun offers a competitive benefits package that includes:

- Paid time off;
- Personal and parental leave;
- Access to a 403b retirement plan with 3% employer matching after one year;
- 100% of employee medical, dental, vision, and life insurance premiums, and covers 50% of the premiums for dependents;

RISING SUN IS AN EQUAL OPPORTUNITY EMPLOYER

Rising Sun is committed to diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability

status. EOE/AA; women and minorities are encouraged to apply.

Ready to apply?

Please email your resume, cover letter, and three professional references to brown@risingsunopp.org, and include "Regional Manager" in the subject line.