

## **Houston Parks Board**

### **Advocacy Manager**

**Reports to: Executive Director**

**Employment Status: Full-time, exempt**

### **Summary:**

The Advocacy Manager will report to and work closely with Executive Director, and be responsible for tasks identified below. The organization currently employs 5 full-time staff members (4 salaried, 1 hourly), and will increase to 6 full-time staff members with the addition of the Advocacy Manager.

### **Duties and Responsibilities:**

- 1.** Assist in influencing outcomes and decisions related to the allocation of public resources.
  - Complete the work required to prepare and prioritize contextually appropriate case statements/proposals to review with County, State, Federal entities
  - Establish a system to make new contacts & strengthen existing relationships with County, State, federal elected/appointed officials and maintain communication
  - Research new funding sources and remain informed of initiatives impacting resources for the Houston Region
  - Strengthen existing national peer-group partnerships (Houston Wilderness, City Parks Alliance, Trust for Public Land, The Conservation Fund) and forge new partnerships
  
- 2.** Assist in influencing outcomes and decisions related to the allocation of private resources.
  - Design, develop, and cultivate corporate volunteer programs/opportunities in coordination w/Houston Parks & Recreation Department (HPARD), Trees for Houston, Keep Houston Beautiful and other local peer organizations.
  - Assist with all fundraising efforts, and manage volunteer events as needed.
  
- 3.** Support increasing awareness of the significance of greenspace for the Houston Region
  - Design a media relations framework for on-going messaging & special opportunities
  - Identify special messaging for HPB website
  - Organize a system for on-going communication with local green groups (TFH, BPA, HPC, MPC, BBP, QoLC, GHP QoLC)
  
- 4.** Schedule, coordinate, attend and document all Advocacy & Outreach Committee meetings.
  
- 5.** Additional duties as required.

### **Qualifications**

- Minimum three years of directly relevant experience
- Excellent written, oral and interpersonal communication skills.
- Excellent organizational skills with the ability to meet multiple deadlines with attention to detail.
- Ability to interact effectively with staff team, board members and other volunteers, HPARD

representatives, other city representatives, elected officials, corporate representatives, and the public.

- Proficiency with Microsoft Office Suite products.

**Salary & Benefits**

- Salary commensurate with relevant experience and skills
- Health and dental benefits package
- Cost sharing on retirement plan
- 2 weeks paid vacation

**How to Apply:**

Send cover letter, resume and salary requirements to:

**Roksan Okan-Vick, Executive Director**

**Houston Parks Board**

**300 North Post Oak Lane**

**Houston, TX 77024**

Fax: 713-942-7664

No phone calls or e-mails please.

[www.houstonparksboard.org](http://www.houstonparksboard.org)