



## **CIRC Network Director**

The Deep South Center for Environmental Justice (DSCEJ) is now hiring an experienced **CIRC Network Director**.

### **About Us**

The Deep South Center for Environmental Justice (DSCEJ) is a nonprofit organization dedicated to improving the lives of children and families harmed by pollution and vulnerable to climate change through research, education, community and student engagement for policy change, as well as health and safety training for environmental careers. Learn more at [dscej.org](https://dscej.org).

### **Community Investment & Recovery Center (CIRC)**

Drawing on more than 30 years of advancing environmental justice through its Communiversality Model and recent Accelerating Justice40 project, DSCEJ has launched a Thriving Communities Technical Assistance Center (TCTAC) to build the capacity of organizations and communities in EPA Regions 4 & 6 to secure federal infrastructure funding. Over the course of five years, the Community Investment Recovery Center (CIRC) will engage 250 organizations and tribal communities to apply for federal grants, totaling \$50-100 million.

### **Position Summary**

The CIRC Network Director will be responsible for ensuring broad and effective outreach to underserved rural, urban and remote communities in each of the 13 states that comprise Regions 4 and 6. The Director will provide oversee the strategic leadership and tactical implementation of outreach and recruitment of CBOs, advise on communications strategies to launch and introduce the CIRC to underserved communities, manage HBCU faculty collaboration and manage the team that will support CBO's day to day navigation of cross-functional CIRC Technical Assistance support. This is a full-time role that reports directly to DSCEJ's Executive Director.

This role works cross-functionally with other CIRC senior leaders, DSCEJ Leadership, and Community-Based Organizations (CBOs) in the CIRC program. The CIRC Network Director will work closely with their team of direct reports, including Regional Manager(s), a Capacity Manager, contractors and consultants to ensure CBOs successfully build capacity to secure vital federal grants.

## Duties & Responsibilities

- Define and lead CIRC's day-to-day objectives, setting and meeting programmatic and operational goals.
- Manage the engagement of a diverse group of CBOs within the CIRC network, addressing their unique environmental community issues (CBO Journey Experience).
- Lead CIRC's ongoing assessment of various CBO needs, identifying the resources and Technical Assistance support that are required to meet these needs.
- Set priorities that will inform the Hub Network Team's engagement protocol with CBOs.
- Collaborate with the Training Institute Director to navigate the CIRC Training Institute and various levels of Technical Assistance.
- Collaborate with other Thriving Community Technical Assistance Centers (TCTAC) to provide additional support and enhance knowledge and skills-building opportunities for CBOs.
- Work with organizations and alliances to develop effective strategies, build capacity, facilitate knowledge sharing, and convene groups in order to deepen connections and build unity within and across organizations serviced by DSCEJ's CIRC.
- Develop and execute project plans while monitoring the CBO journey experience to ensure projects are completed on time, on budget, within scope, and with high quality.
- Evaluate the effectiveness of the Hub Networks strategy to drive process improvements and efficiencies.
- Work closely with the evaluation team to assess project impact and track progress towards goals and objectives.
- Lead strategic planning processes to shape the future success of CIRC.
- Manage staff and consultants by providing effective project management, supervision, work plan development, and team evaluation.
- Collaborate with the communications team to document and disseminate project activities and related developments.
- Assist in developing programmatic, data-driven narratives and financial reports on a quarterly as well as an annual basis.
- Perform other job-related duties as assigned.

**Note:** *This job description is intended to be generic in nature and describe the essential functions of the job. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities, and overtime eligibility may vary based on the specific tasks assigned to the position.*

## **Qualifications & Requirements**

- Bachelor's degree in related field or equivalent combination of professional experience.
- Minimum of 7 to 10 years of related experience.
- Minimum of two years of experience working in collaboration with an underserved community, governmental program, social justice campaign, or public policy initiative involving environmental justice.
- Team management/leadership experience required with proven success in driving cross-functional processes and change management.
- Experience designing and supporting teams with a complex multi-disciplinary agenda.
- Demonstrated competence in organizational processes and practice.
- Exceptional written, verbal, presentation and communication skills.
- A record of practice in community capacity-building is a plus.
- Excellent communication and leadership skills.
- Strong analytical skills
- Strong budget management and organizational skills.
- Strong computer skills and competency.
- Professional and strong personal ethics.
- Valid state-issued driver's license.

## **Physical Requirements**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to access and navigate the office.
- Must be able to lift fifteen pounds at a time.
- Occasional travel required.

## **Salary & Benefits**

- Starting salary range: \$80K - \$90K (commensurate with qualifications and experience)
- Medical: Health, Dental Vision
- Retirement: 401k with up to a 2% annual salary contribution on staff accounts
- Paid Life and AD&D

## **Location**

- Remote
- Note: candidates must be willing to travel as needed for meetings, team retreats, program convenings, etc.
- Must have dependable internet access and cell phone for correspondence.

## How to Apply

- Please email the following to [operations@dscej.org](mailto:operations@dscej.org):
  - A detailed cover letter highlighting your interest and applicable experience
  - Your resume
  - Three professional references
- Include “**CIRC Network Director**” in the subject line.

*Please note that DSCEJ is not able to provide sponsorship for employment visas.*

## EEOC Statement

*It is the policy of the Deep South Center for Environmental Justice to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, genetic information or any other protected characteristic under applicable law.*

## More about the DSCEJ

The DSCEJ was founded by Dr. Beverly Wright in 1992 in collaboration with community environmental groups and universities in the Southern region to advance environmental justice. Since this time, the DSCEJ has become a powerful resource for environmental justice research, education, advocacy, as well as health and safety training for environmental careers.

The DSCEJ provides opportunities for communities, scientific researchers, and decision makers to collaborate on projects that promote the rights of all people to be free from environmental harm as it impacts health, jobs, housing, education, and quality of life. A major goal of the Center continues to be the development of environmental justice leaders in Black and other communities of color along the Mississippi River Chemical Corridor and the broader Gulf Coast Region.

To learn more, please visit [www.dscej.org](http://www.dscej.org).