



Local Government Commission
Leaders for Livable Communities

Come work with us!

The Local Government Commission is looking for a Network Manager

WHO WE ARE

The Local Government Commission (LGC) is a nonprofit organization fostering innovation in environmental sustainability, economic prosperity, and social equity. LGC works to build livable communities and local leadership by connecting leaders via innovative programs and network opportunities, advancing policies through participation at the local and state level, and implementing solutions as a technical assistance provider and advisor to local jurisdictions. Current program areas include Community Design, Healthy Communities, Water, Climate Change, Energy, and National Service. Our focus is on making communities more livable, prosperous, resilient, and sustainable.

In our mission to build livable communities and local leadership, we strive to address inequities throughout our work: in our events and network opportunities; as we advance policies through local and state engagement; and as we provide technical assistance to local jurisdictions. Our work supports those dedicated to improving their communities, and we believe that change is best advanced at the local level.

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

WHO WE'RE LOOKING FOR

We are looking for a motivated and committed individual to join the management team of the [CivicSpark Program](#). CivicSpark is a statewide Governor's Initiative AmeriCorps program dedicated to building capacity for local governments to address community resilience issues such as climate, water, housing, and mobility.

The Network Manager will elevate awareness of and engagement in CivicSpark by developing and coordinating marketing and outreach efforts, spearheading Fellow and partner recruitment campaigns, and fostering and sustaining various CivicSpark ally networks.

WHAT YOU CAN BRING

We are searching for candidates with the following attributes and qualifications:

- Experience in developing and executing marketing campaigns and initiatives (ideally non-profit or public sector)
- Creativity about and initiative for expanding and building our program story
- Experience with social media, graphic design, and web tools (e.g. InDesign, WordPress, and other media development tools)
- Comfort with public speaking and experience communicating with large and varied audiences
- Exceptional written and verbal communication skills
- Ability to work both independently and in a collaborative setting
- Excellent organizational and time management skills
- Adaptable, dependable, accurate, detail-oriented, and responsible
- Strong initiative and self-motivation

Additional contributions we value (but are not required):

- A Bachelor's Degree from an accredited 4-year institution in a relevant field (marketing, communications, etc.)
- Experience with media relations including press releases and cultivation of media coverage
- Experience creating, managing, and maintaining multiple contact lists and networks
- Experience in developing marketing studies and executing the results
- Recruitment and outreach experience
- Event management experience
- Experience with AmeriCorps, VISTA, or other National Service Programs helpful, but not necessary

RESPONSIBILITIES

The Network Manager will be part of the CivicSpark Management team (3 managers and a Director). Responsibilities will focus on the following primary activities:

Lead Fellow and Partner Recruitment

- Develop a creative and effective recruitment strategy to increase and diversify Fellow and Partner candidates.
- Setup and manage annual recruitment campaigns and recruitment activities.
- Build out and maintain a robust network of Fellow and partner leads.

Coordinate Program Marketing

- Oversee development and deployment of strong and consistent program story and identity.
- Oversee website, newsletter, social media, collateral, and other marketing content development and distribution.
- Develop and implement effective marketing strategies to increase program reach, awareness, and engagement.

Develop and Support Program Networks

- Organize and manage program contacts to ensure effective tracking of leads and networks.
- Support our network of allied advisors (partners, statewide leaders and organizations) to inform content, curriculum and training development.
- Cultivate excitement within the alumni network, support the coordination of monthly or quarterly alumni board meetings, expand opportunities for alumni to engage with the program and identify creative strategies to support alumni beyond CivicSpark.
- Provide guidance and support to Fellow networking activities during the service year.

Support Major Events

- Participate in the development and execution of our 3 major annual events (orientation, mid-year gathering, graduation) including collaborating on the development of content and themes, leading relevant sessions, conducting outreach to our networks for support, and providing on-site support.

Support Program Implementation and Growth

- Provide direct supervision to at least 1 Project Coordinator who supports the Network Manager.
- Participate in management team activities (strategic planning, overall program development activities, and staff support).
- Support Director as needed for program contracting and reporting, sponsorship and grant-writing.

This position will require occasional travel.

LOCATION

Ideally this position will be based out of LGC's Offices (980 9th St, Suite 1700 • Sacramento, CA 95814). However, we are open to exploring someone working remotely from other parts of California, depending on skills, and our regional support needs.

COMPENSATION & BENEFITS

This position is full-time and exempt, and is located in Sacramento. The annual full-time salary range for this position is \$54,080-\$64,480 depending on qualifications. The benefits package includes:

- 100% employer-paid medical, dental and long-term disability coverage
- Ten days of paid vacation time per year for the first two years and fifteen days after the second year, accrued on a pro-rata basis.
- Twelve days of paid sick leave per year, accrued on a pro-rata basis.
- Twelve paid holidays per year.
- Access to the LGC's Employee Assistance Program
- 401K retirement plan with an employer contribution which is currently up to 4% of salary. Full-time employees are eligible to participate in the plan after one year of employment.

APPLICATION PROCESS & DEADLINE

Applicants should email their résumés, cover letters describing their qualifications and interest in the position, and two (2) samples of marketing materials and/or outreach campaign strategy materials to the Local Government Commission (info@civicspark.lgc.org). Please use the subject line "CivicSpark Network Manager Search."

The position is open until filled.

ADDITIONAL INFORMATION

CivicSpark Vision and Mission:

- **Vision:** We envision a California of vibrant communities where our local governments and leaders are empowered and equipped to proactively serve the needs of all community members.
- **Mission:** Through National Service, CivicSpark contributes to a more resilient and just California by:
 - Building **local government capacity** to address entrenched and emerging issues;
 - Serving as a social purpose career accelerator for **future leaders**; and
 - Fostering lasting, authentic **community engagement**.

CivicSpark Program Description:

CivicSpark is a Governor's Initiative AmeriCorps program dedicated to building capacity for local governments to address community resilience issues such as: climate, water, housing, and mobility. CivicSpark is managed by the Local Government Commission (LGC) in partnership with the Governor's Office of Planning and Research. Each year, CivicSpark recruits 90 Fellows who serve with local governments for 11 months, implementing projects across California on a wide range of topics,

including: water resources and policy, climate adaptation and mitigation, affordable housing, and alternative transportation.

Fellows gain valuable experience in the sustainability field, build professional skills, and develop a strong network while having a lasting impact in local communities. Over the past five years, 308 CivicSpark Fellows have provided over 515,000 hours of service to California's communities, implementing over 500 targeted projects to support over 200 local government agencies and reaching over 47,000 community members, including residents, business owners, and the general public.