



Cool Davis Campaign Manager Job Description

The **Campaign Manager** manages Cool Davis Cool Homes and Cool Solutions Campaigns at neighborhood and community organization levels in Transportation, Home Energy, and Consumption domains. The Campaign Manager is responsible for the overall development, planning, and implementation of campaign strategy, as well as the activities of Field Coordinators and their volunteers.

Primary responsibilities

- Program Planning – including developing Campaign plans, directing research, developing strategies and participating in fundraising and grant writing for campaigns.
- Program Implementation – including establishing outreach teams, overseeing Campaign Field Coordinators and the development of volunteer outreach teams, establishing and managing data collection and evaluation systems for reporting of outcomes of campaigns
- Communications – work with management team (Executive Director and Communications Manager) to represent Cool Davis to the community and oversee the communication of Campaign goals, outcomes and activities.
- Collaboration – work with local grassroots leadership, partners, working groups and City of Davis liaisons and other regional, state and national organizations working on GHG reduction strategies at community and household level.

Preferred Knowledge, Experience, Skills and Abilities

- Basic knowledge of climate change, both globally and locally; commitment to greenhouse gas mitigation and adaptation action improvement and to the Cool Davis mission.
- Bachelor's degree from an accredited college or university; an advanced degree is preferred.
- Working knowledge of Microsoft Word, Excel, and PowerPoint; familiarity with project planning software, budgeting, social media, and cloud computing. Familiarity with GIS and Data analysis for program design and outcomes analysis desired.
- Community organizing and community-based social marketing campaign experience.
- 3 years of work in a community-based social action organization is preferred.
- Excellent verbal, written, and visual communications skills
- Ability to quickly deliver high quality work in a dynamic organization under time pressure.
- Demonstrated analytical skills, ability to problem solve and manage multiple tasks.
- Demonstrated success building, cultivating, and stewarding new relationships.

Location: This position is located in Davis, Yolo County, California, and available immediately.

Compensation:

The position is a half-time exempt position FTE (Full time equivalent = .5) growing to full-time as funding becomes available; possibly combinable with concurrently offered halftime Campaign Field Coordinator position. FTE Base salary of \$55,000-75,000/year, DOE

Fill out the Campaign Manager [Pre-Application Form](#) to receive the complete job description and full instructions on how to apply for this position.