

NCEL Network Engagement Manager

Supervisor: Chief Operating Officer

Location: Fully Remote

Compensation: \$76,000 - \$84,000

Position Overview

NCEL seeks a Network Engagement Manager to help advance NCEL's mission and vision. This position will work across the organization with a passionate, dedicated team of staff and a network of state legislative leaders. You will serve as NCEL's inaugural Network Engagement Manager and oversee the growth, stewardship, and outreach to NCEL's network and legislators outside the network. NCEL prioritizes equity and environmental justice in all our work, and this position leads the integration of these values into our network recruitment and engagement strategies. This position reports to the Chief Operating Officer and is expected to travel up to 25% of the time.

You could be NCEL's Network if the following description fits you:

- Outgoing network builder who enjoys forming new partnerships and working with a wide variety of individuals.
- A self-starter with a strong work ethic and initiative who enjoys outreach and collaboration with diverse groups of individuals.
- Has a growth mindset to help build this new position and bring new ideas and systems to the organization.
- Enjoys collaborating with staff across the organization.
- Has a passion for environmental policy.
- Highly skilled in verbal, written, and visual communication.

About NCEL

NCEL is a 501(c)(3) nonprofit that empowers a nonpartisan network of state environmental leaders to protect, conserve, and improve the natural and human environment. We believe that the key to advancing sound policy in the states is well-informed legislatures with strong champions who can advocate on behalf of the environment, develop shared strategies, and collaborate with their peers across the country on shared learning and action.

Roles & Responsibilities

Network Engagement Strategy and Leadership

- Lead NCEL's network engagement strategy and growth through planning, development, and program administration.
- Oversee and implement NCEL's network engagement plan to ensure continued organization growth and deepening legislator engagement.
- Coordinate closely with program, communications, and development teams to ensure network engagement and growth strategies align with programmatic and fundraising goals.

Network Management and Recruitment

- Develop CRM strategies to track, document, and centralize NCEL legislator engagements.
- Lead CRM adherence and best practices amongst the NCEL team.
- Define a strategy for member recruitment, working closely across the team to determine recruitment targets.
- Identify potential recruits and conduct outreach to bring them into the network.

- Represent NCEL at partner conferences and build new partnerships to facilitate network recruitment.
- Lead NCEL's newly elected work to track, identify, and recruit legislators new to the legislature into the network. This includes hosting an annual legislator briefing/newly elected event each Fall.

State Leads and Network Story Telling

- Oversee and expand NCEL's State Lead program, including serving as the main point of contact, organizing quarterly calls, providing regular updates, managing the application process, etc.
- Track success stories, testimonials, case studies, and other quantitative data points from NCEL activities, celebrating and recognizing achievements big and small

Event Planning

- Assist in the planning and development of NCEL's National Forum, which includes facilitating network outreach, coordinating logistics with NCEL's event planner and COO, and providing content and support with legislator engagement throughout the event.
- Facilitate internal staff planning around network events and content throughout the year. This includes:
 - Coordinating NCEL's annual calendar of events
 - Lead planning for annual legislator briefing, session preview events, and session recap events in coordination with the Communications Team.
 - Oversee newly elected recruitment and election tracking
 - Explore the creation of an Alumni network with various engagement strategies
- Ensure timely and robust event follow-up and resource sharing with legislators after network-wide events.

Network Engagement Communications

- Create and provide a welcome/onboarding packet to bring new legislators into the network.
- Serve as the first point of contact for new legislators joining the network, providing them with options and benefits as part of their participation in NCEL.
- Oversee the monthly NCEL member newsletter and coordinate with the communications team on all emails to NCEL members.

Qualifications

NCEL recognizes that not every candidate will bring every element of the knowledge, skills, and experience listed below, and encourages candidates with diverse lived and professional experiences to apply.

- Five years of relevant experience, preferably with a proven track record of working directly with elected officials.
- Familiarity with the state legislative process and ability to build relationships with legislators.
- Experience designing and implementing recruitment and engagement strategies and policies aligned with organizational goals.
- Proven ability to build partnerships, deliver presentations, and connect with diverse stakeholders.

- Ability to travel as required by the role and up to 25% of the time. Employees must live within a reasonable commuting distance of an airport (typically one hour or less).
- Familiarity with Quorum or a similar legislative tracking/CRM platform.
- Experience in Google applications and basic database management.
- Strong time management skills and attention to detail.
- Ability to work independently and within a team setting, as well as work remotely with colleagues in other states, is critical.

Compensation

The salary for this position is \$76,000 - \$84,000 and is commensurate with experience and qualifications. Compensation is commensurate with experience and qualifications. Most candidates will be hired near the starting end of the range. Internal equity will also be reviewed and considered to determine a final offer.

NCEL also offers a generous leave and comprehensive benefits package for full-time employees, including:

- 401(k) retirement plan with a 5% employer contribution regardless of personal contribution.
- 100% employer-paid health insurance; dental, and vision insurance also offered.
- Generous paid time off, including 15 vacation days in the first year of employment, 12 sick days per year, 5 personal days per year, and 13 holidays per year.
- Additional office closures to promote staff rest and well-being, including every fourth Friday, Summer Fridays, the week between Christmas and New Year's, and the week after NCEL's National Forum.
- Eight weeks of paid parental leave (full-time employees qualify after three months of employment).
- Annual professional development stipend (currently at \$500 per year).
- A 4-week paid sabbatical after every 5 years of employment for full-time employees.

This information is intended to comply with all applicable pay transparency law requirements.

To Apply

Please send a single PDF document with your resume and a cover letter to taylor@ncelenviro.org with the subject line "2025 Network Engagement Manager". All submissions will be treated confidentially. **Applications will be reviewed on a rolling basis with a deadline to apply of December 8.**

Equal Employment Opportunity and Reasonable Accommodations

NCEL is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other protected characteristic as outlined by federal, state, or local laws.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and applicable state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on NCEL. If you need assistance completing this application or to otherwise participate in the application process, please email info@ncelenviro.org. Please describe what adjustments you are requesting, and please do not share any medical information in your request.