

Job Description:

Proposal Coach

This is a Volunteer Position - approximately 10 hours per month

The SLO Climate Coalition Leadership Team has a volunteer position available for a **Proposal Coach**. This people-focused individual will provide support to program/campaign Proposers by assisting them in developing their program/campaign to best align with SLO Climate Coalition priorities, guiding the Proposer through the proposal process, and supporting Proposers in successfully submitting qualified and complete proposals to the Leadership Team for review and acceptance.



RESPONSIBILITIES

- Assist coalition members considering a proposal (Proposers) to evaluate whether that proposal would be a good fit for the SLO Climate Coalition to take on as a program/campaign or if it would be a better fit with a Partner Organization.
- Meet with Proposers who need assistance in writing proposals and guide them through the process to submitting a qualified and complete proposal
- Connect Proposer with Leadership Team Liaison, subject matter experts, collaborators, and resources or, if needed, refer to a Partner Organization
- Track proposal submissions and manage process through decision by Leadership Team

SKILLS AND QUALIFICATIONS

- Committed to the SLO Climate Coalition Vision, Mission, and Values
- Organized and able to manage several small projects at the same time
- Great communicator, responsive
- Supportive, facilitative, and patient
- Imaginative, creative, resourceful
- Able to build relationships, identify resources, and facilitate connections in order to support Proposer success.
- Knowledge about our partner organizations' missions, strengths, and needs.

Our ideal candidate would be organized, an effective communicator, a connector, have an available and flexible schedule, be a self-starter and a self-manager, and have basic knowledge of climate change and climate action practices.

Applications can be submitted by going to: <https://forms.gle/sTVxy7QZuwygVWAC8>

Our Vision and Mission:

The SLO Climate Coalition is a community organization committed to creating a vibrant, just, and climate-resilient Central Coast. Its mission is to bring together community expertise, creativity, and resources to champion high impact regional climate solutions that inspire other communities to do the same.

For more information about the SLO Climate Coalition please visit our website at <https://carbonfreeslo.org/>