



RE-AMP STEERING COMMITTEE

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RE-AMP KNOWLEDGE MANAGER: JOB DESCRIPTION

Position Title: RE-AMP Knowledge Manager

Reports to: RE-AMP Steering Committee

Primary Functions

The RE-AMP Knowledge Manager's core objective is to improve the network performance. The Knowledge Manager will provide intelligence, reflections and feedback to RE-AMP participants. The Manager will collect, organize and analyze data, and report out findings through the Learning and Progress (L&P) online system in the RE-AMP Commons and other sources as needed. The purpose of this information is to inform decision-making and strategic planning, identify and disseminate best practices, and document system changes over time.

The RE-AMP Knowledge Manager will:

- 1) Work closely with the RE-AMP Coordinator, Commons Coordinator, Media Center Director, Steering Committee and Executive Committee to adapt and improve network performance;
- 2) Provide feedback to individual grantees to insure quality data is entered into RE-AMP's Learning and Progress (L&P) system;
- 3) Synthesize data collected in the L&P system to look for best practices, patterns of change, associated indicators of change, and emerging opportunities for accelerating change towards a less carbon-intensive Midwest energy system;
- 4) Provide research services to the network and collaborate with the RE-AMP Media Center;
- 5) Share insights with the RE-AMP Working Groups so they can refine indicators of progress, spread best practices, build on success and amplify key successes across the network, identify potential synergies, and accelerate progress in the field;
- 6) Reconstitute the Learning & Progress Committee of the RE-AMP Steering Committee and keep the Committee informed, through regular reports, of changes, successes, failures, gaps, and new opportunities throughout the system;
- 7) Publish on the Commons a Knowledge Manager's blog that gives an overview of RE-AMP data and suggests areas for further exploration and development at least 4 times a year;
- 8) Work with RE-AMP Coordinator and relevant committees to implement network evaluation recommendations;
- 9) Oversee implementation of new grant-tracking software system and promote successful integration of the system into the network efforts; and

10) Have a unique opportunity to work with over 140 foundations and nonprofits in the Midwest, hundreds of individual members, a dozen fellow RE-AMP assets and associated allies to meet or exceed network goals;

Candidate requirements

The successful candidate will be excellent at analyzing and synthesizing data, looking for patterns and gaps, and clearly communicating their conclusions with written, visual and oral presentations. The successful candidate will be knowledgeable about the energy system in the Midwest; with a preference for someone who has advocacy experience in Midwest energy issues and experience at program analysis/evaluation.

What is RE-AMP?

RE-AMP is a collaborative network of 144 nonprofits and 15 funders working in eight states from Ohio to North Dakota focused on one audacious goal: to reduce regional global warming emissions 80 percent (from 2005 levels) by 2050.

Submission

This position is half-time with the possibility of transition to full-time depending on network resources, location is flexible (within Midwest) and salary is competitive.

Please submit a cover letter outlining your interest in the position, a resume, and two relevant writing samples by December 23, 2011 to: Jeremy Emmi, RE-AMP Coordinator, at: jeremy@environmentalcouncil.org.