

Staff Position Description

Title: Vice-President of Programs

Starting Salary Range: The starting salary range for this position will be in the \$110,000 - \$116,000 range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

Location: Fully Remote Eligible with STRONG preference given who are in close proximity to a Conservation Legacy Office and could work hybrid from one of these locations.

Status: Full-Time, Non-/Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off

Reports to: President/CEO

Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore, and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

Position Summary:

The VP of Program is a member of organizations shared Leadership Team. They are responsible for program design, relevancy, implementation, and quality control. They will oversee Corps programming: standards, model design and delivery, specific strategic planning, and alignment with national and local needs. They will establish targets and works with the board and CEO to ensure responsible strategic oversight and leadership for the organization.

Operational Expertise and Management

- Oversee the short-term and long-term goals for Conservation Legacy programs and support the implementation of these goals.
- Oversee and support local Corps leadership alignment with Conservation Legacy's mission and strategic priorities and development of local goals
- Oversee the development, implementation, monitoring, training, and evaluation of program standards based on scope of current and future programming
- Identify and engage with key stakeholders and partners as needed to support program quality and success.
- Ensure Conservation Legacy programs are meeting or exceeding compliance, policy, quality standards, and other requirements as established all across the organization including but not limited to finance, risk management, IT, HR and business
- In collaboration with other staff, establish, monitor, and evaluate programmatic baselines for quality, standards, and sustainability
- Identify and evaluate trends internally and externally to ensure ongoing program relevancy in areas including but not limited to workforce development, climate resiliency, deferred maintenance of public lands, and environmental justice.

- Support and align the development of strategic goals locally with organization wide goals and mission.
- Responsible for evaluating and driving results focused on innovation and program evolution ensuring both are instituted across the organization
- Collaboratively support new programs and new program development with other national and local staff.
- Work closely with other departments design and implement leadership development strategies and opportunities for Corps Directors and other senior program leaders.
- Serve as member of the organizational leadership team identifying strategies and targets necessary for operational excellence and engage with decisions necessary to ensure ongoing success for the organization.
- Hire, retain, and train skilled staff.
- Responsible for identifying and mitigating risks to the organization.
- Engage with, and support, the organization's board and specific committees as needed.
- Effectively utilize and ensure data integrity for organizational systems in including Salesforce, HRIS platform, and other systems as needed.

Organizational Advocacy

- Successfully engages, leads, and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Employee Handbook.
- Other responsibilities, as assigned.

Other "Hats" You May Wear: Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

Qualifications:

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Prior experience supervising and managing a team of staff remotely
- 10+ years managing youth development and/or conservation programs, experience working with conservation corps preferred
- Proven ability to engage with partners, stakeholders and funders
- Ability to understand, analyze and mitigate risk
- Experience designing, implementing and supporting programs and program staff with attention to detail and quality
- Experience with workforce development
- Experience working with and mentoring youth and young adults

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- Demonstrated ability to supervise and manage diverse teams with different needs and levels of capacity
- Proven ability to develop and drive results in alignment with strategic plans.
- Ability to develop and mentor others
- Ability to drive a strategic direction
- Ability to build collaborative relationships
- Ability to meet details and use critical thinking skills
- Ability to identify and seek needed information and research
- Experience working at the leadership level of an organization, experience working as part of a Leadership Team preferred.

Other Competencies Desired for this Position's Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

To Apply:

1. Send Cover letter and resume to Nia Williams at nwilliams@conservationlegacy.org
2. Cover Letter Must Include:

Subject line includes "Applicant_(Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.