

Staff Position Description



MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

Title: Corps Director

Date: 05/19/2021

Reports to: Western Region Executive Director

Starting Salary: Grade D (Starting salary range of \$55,000 - \$68,000 DOE)

Location: Flagstaff or Tucson

Status: Full-Time, Exempt

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

Program Summary:

Arizona Conservation Corps (AZCC) operates conservation service programs across Arizona that empower individuals to positively impact their lives, their communities and the environment. AZCC has operational bases in Tucson, Flagstaff, and Pinetop. AZCC, a program of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930s. AZCC is focused on connecting youth, young adults and recent era military veterans with conservation service work projects on public lands.

Position Summary:

The Corps Director is responsible as the leader for developing and maintaining local partnerships within their service communities and surrounding geographic area. This includes identifying, developing and maintaining relationships with project partners. This position especially collaborates with the Western Region Executive Director and the Director of Partnership Development to develop and maintain regional and national partnerships. Under their leadership, the Corps Director will operate a team of program staff members at various levels to be high-functioning, effective and lead the corps industry in day to day and strategic decisions, innovation, and programmatic outcomes.

Essential Responsibilities and Functions:

THOUGHT

Understanding the Business

- Develops strategies with regional leadership, leading toward programmatic and financial sustainability with central, regional and other corps leadership.
- Prepare and submit an annual Corps budget with full understanding of the allocations.
- Review financial reports and monitor local expenses to ensure responsible budget management; adjust spending or revisions as needed.
- Establish and maintain business relationships with local partners who develop and manage individual conservation projects, manage the agreement processes for individual agreements, and community leaders who can add value to the work of the local corps program.
- Support business relationships with public land agencies and other local non-profits in cooperation and with support of other senior Conservation Legacy staff.

RESULTS

Focusing on Performance

- Leads a high-quality of programming for positive member experience and exceptional project accomplishments, solidified by successful outcomes related to strategic plan goals and specific corps-related goals.
- Completes timely project reporting to support invoicing and agreement requirements in compliance with Conservation Legacy policies and procedures that supports a fiscally strong cash balance across the organization.

- Ensure an emphasis on safety through prioritizing risk management across all programming by following policies and procedures; while providing leadership and supporting other staff to influence organizational policies around risk management.
- Oversees the success of project agreements/task orders, database, pre-site visits, creation of project scheduling, evaluation systems and project specifications within their Corps to guide program operations, the members and its staff toward an effective use of time, money and outputs.
- Oversees successful and innovative grant coordination; development, writing, and reporting within the corps as well as in coordination with other corps, as applicable.
- Advocates and drives aspects of special projects, decisions and communication that are determined by the Corps Council.

PEOPLE

Building Collaborative Relationships

- Identifies, develops and maintains high-quality relationships with current and potential project partners that manage regional and national programs, funding-streams of national foundations, and other cross-supporting entities that can support the financial and programmatic vision of the corps.
- Develops and maintains project partner relationships with an aim toward sustainability and leveraging new and innovative project or funding opportunities.
- Ensures operational matters are addressed and managed with integrity and efficiency to maintain positive relations and trust across departments and corps.

Communicates Effectively

- Aligns corps and leadership priorities with other Conservation Legacy Corps through effective relationships with other leadership and programmatic staff through continuous, effective communication.
- Aligns priorities with requirements and standards set forth by Conservation Legacy to meet administrative deadlines and standards, striving toward full compliance of practices, and provides constructive feedback.
- Serves as an effective primary contact with other Conservation Legacy offices.

Develops Talent

- Drives the corps staff's professional development pathways to foster an environment of learning, growth and succession of staff within the corps and other Conservation Legacy corps.
- Maintain local systems and processes to ensure responsible spending and financial reporting by all staff members are achievable and accountable.
- Identify and lead their team to reach annual objectives that sustain and enhance the outcomes of Conservation Legacy's mission; aligned with strategic plan goals.
- Fosters an environment for staff to innovate ideas and efficiencies that will lead the corps toward higher quality programming and member outcomes.
- Leads corps program staff to effectively achieve programmatic and organizational outcomes related to their positions, their corps and organization wide.
- Fosters an environment of personal understanding and problem-solving to stay aligned with changing internal and external environment, for staff within the corps.

SELF

Situational Adaptability

- Opens effective avenues of personal understanding and problem-solving to stay aligned with changing internal and external environment, related to the success of the corps and the organization.
- Participates as an active member of the Conservation Legacy Corps Council.

Other Duties

- 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.

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 and physical ability to walk, climb, balance, stoop, kneel, crouch or use tools/equipment on an infrequent or frequent basis. Ability to safely drive an organizational vehicle may also be required for some positions. Disclosure of needs are encouraged to be made upon job offer and throughout employment at Conservation Legacy.

Minimum Qualifications:

- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of 5 years of experience in youth development or corps field.
- Minimum 3 years in a leadership role of a non-profit or similar organization.
- Ability to exhibit past success(es) of leading a program or organization toward its respective outcomes and mission.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- Competent in carrying out assigned work independently or with minimal supervision.
- Ability to communicate effectively, manage complexity, cultivate innovation, drive and influence results.
- Ability to lead and work well with others; while seeking assistance when needed to carry out responsibilities.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.
- Must be able to pass the organization's criminal history background check requirements.
- Valid driver's license and insurable driving record is required.

To Apply: Send Cover letter and resume to Stacey Alfandre, Western Region Business Manager at stacey@conservationlegacy.org. Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***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. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.