

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, Conservation Corps North Carolina

Reports to: Eastern Regional Executive Director

Starting Salary: Grade D; Starting at \$55k

Location: Raleigh, NC

Status: Full time, Exempt, Full Benefits per Personnel Policies

Summary: The Corps Director is responsible for leading operations within their service communities, including building local and regional partnerships, ensuring adequate resources exist for programming through the development and effective financial management, being responsive and adaptive to changing internal and external environments, and ensuring consistent alignment and compliance with Conservation Legacy's policies and strategic direction. A primary responsibility of any Corps Director is to support local teams of staff and members through the development of innovative programs, high-quality training, targeted coaching and mentoring, and effective communication. This position acts as the public key ambassador for the mission, vision, and values of Conservation Legacy and the North Carolina Conservation Corps within their local community and is a member Conservation Legacy's National Management team, Eastern Regional Leadership and Development teams, and internal and external committees as applicable.

Essential Responsibilities and Functions:

Leadership & Management

- Leads a high-quality of programming for positive member experience and exceptional project accomplishments, solidified by successful outcomes related to strategic goals.
- Develops strategies with regional leadership, leading toward programmatic and financial sustainability with central, regional, and other corps leadership.
- 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 effective use of time, money, and outputs.
- Ensure 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.
- Aligns corps and leadership priorities with other Conservation Legacy Corps through continuous, effective communication, collaboration, and consensus building internally and externally.
- Ensures operational matters are addressed and managed with integrity and efficiency to maintain positive relations and trust across the organization.
- Cultivates an environment of personal understanding and problem-solving to stay aligned with changing internal and external environments.
- Adapts and drives personal and team development pathways to foster an environment of learning, growth, and succession of staff.
- Leads the work of building a more diverse, inclusive, and equitable conservation landscape by incorporating DEI goals and objectives within all local decision making, programming, and operations.
- Identify and lead local teams and members 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.

- Effectively leads corps staff to achieve programmatic and organizational outcomes related to their positions, their corps, and organization wide.
- Oversees consistent collection and analysis of programmatic impacts and outcomes to remain adaptive and responsive to program feedback.

Development & Communication

- Lead business and government relations with public land agencies, community leaders, and local non-profits in cooperation with senior Conservation Legacy staff.
- Oversee successful and innovative grant coordination, including proposal development, writing, submittal, and reporting.
- Develop and maintains project partner relationships with an aim toward sustainability and leveraging new and innovative projects or funding opportunities.
- Identify, develop, and steward high-quality relationships with current and potential donors, national and local foundations, corporate supporters, and other funding groups that align with CL's mission and vision.
- Identify and lead local external communication objectives, including marketing, press, branding, and social media, as well as provide support to national branding and social media strategies and implementation.
- Be accountable for corps' internal communication and feedback, ensuring it is received, shared, and retained utilizing communication channels such as staff meetings, direct report check-ins, MS Teams, All Staff meetings, e-mail, surveys, etc.
- Advocate and drive aspects of special projects, decisions, and communication to support organization wide efforts and initiatives.

Finance & Reporting

- Prepare and submit an annual Corps budget with an improved understanding of the allocations.
- Review financial reports and monitor local expenses to ensure responsible budget management; adjust spending or revisions as needed.
- Complete timely project reporting to support invoicing and agreement requirements in compliance with Conservation Legacy policies and procedures.
- Align priorities with requirements and standards set forth by Conservation Legacy to meet administrative deadlines and standards, striving toward full compliance of practices.
- Maintain local systems and processes to ensure responsible spending and financial reporting by all staff members are achievable and accountable.

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:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions this position is required to sit, stand, walk, speak and hear. This position *may* be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer. The ability to drive an organizational vehicle is also required. **Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.** To successfully perform essential functions, the Corps Directors must be able to, travel several miles on uneven, rocky terrain, lift and carrying 50 lbs, and operate office equipment, telephone, and computer.

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.
- Experience with influencing diverse groups of employees to achieve common goals.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity, cultivate innovation, drive and influence results of oneself and others.
- Minimum of 10 years of experience in youth development or corps field.
- Minimum 5 years in a leadership role of a non-profit or alike organization.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment with minimal supervision.
- Commitment to continual learning, including welcoming feedback as an opportunity for growth.
- Entrepreneurial approach to problem-solving.
- Familiarity with general database management and CRM systems.
- 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 check and driving record requirements.

Preferred Qualifications:

- Previous experience with federal funding agreements, including applications, management, and reporting.
- Experience leading Conservation Legacy programs, members or administrative systems.
- Experience managing conservation service or natural resource management projects.

To Apply: Send Cover letter and resume to Gail Loveland Barille at gbarille@conservationlegacy.org and include the word "Applicant" in the subject line.

The Cover Letter must include a response to the following question: ***Provide some examples of your experience working effectively with diverse communities, including those specific to the BIPOC community & 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.