

# 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:** Director - Training and Program Development

**Date:** 4.1.2022

**Reports to:** Executive Director, Eastern Region

**Starting Salary Range:** Grade D 55k-68k

**Location:** Harrisonburg, VA, Chattanooga, TN, Raleigh, NC, Beckley, WV or remote (within Eastern region service areas)

**Status:** Full-Time, Exempt

**Benefit Eligible:** Full Benefits per Personnel Policies

## **Program Summary:**

Conservation Legacy is a nationwide non-profit. The organization's programs engage participants on diverse conservation and community service projects. These projects provide opportunities for personal and professional development and meet the high priority needs of public land managers and community partners. Through the mission of fostering conservation service in support of communities and ecosystems, Conservation Legacy works toward a legacy of healthy lands, air and water; thriving people and resilient communities.

## **Position Summary:**

The Director of Training and Program Development is responsible for supporting local programs and emerging markets across the region in developing partnerships, implementing training, and supporting systems implementation. A key area of this position is to support regional growth into new geographic areas and guide new program model development and adoption through corps and stakeholder alignment, regional and national training and events, and the coordination of local and regional retreats. This role is responsible for planning, budgeting, staffing, training and performance metrics in assigned areas. This position develops resources for local and regional operations to access that ensure high quality and safe programming, adherence to risk management systems, aligned internal and external communication, and in meeting and exceeding operational industry standards.

The DTPD operates as a member of the Eastern Region Development and Operations Leadership Teams, Eastern Region Business Team, Program Operations, and other national and regional committees as assigned. The DTPD may spend approximately 30% or more of their time in the field and traveling to Conservation Legacy's unique regional program locations.

## **Essential Responsibilities and Functions:**

### **Training and Operational Standards**

- Work with Corps Directors, National and Regional staff to identify needed programmatic and operational improvements across Conservation Legacy programs.
- Regularly review and draft operational risk management protocols and policies for the region and adjust national standards as needed to ensure programming meets national safety standards.
- Develop internal training and operations standards where appropriate to address programmatic needs.
- Monitor field operations and industry trends to keep programs relevant and outstanding.
- Review operations roles in the region and field practices to increase efficiency and work with Corps Directors to identify areas where regional or national support can empower operations staff.
- Develop and implement trainings and training materials for diverse groups with different learning styles.

- Attend conferences, workshops, or other industry events to bring knowledge back to Conservation Legacy and to represent Conservation Legacy as a thought leader in those space.
- Create and maintain operations resources (digital, virtual, and physical) to be used by staff, participants, and partners.
- Act as an regional expert for industry standards in conservation, trail construction, forestry, restoration and other land stewardship work and actively works with regional counterpart and national operations team to ensure consistent programming nationally.

### **Partnership and Cooperator Liaison**

- Forge and maintain partnerships with regional advocates, partners, and community partners, in partnership with Regional Business teams and Corps Directors.
- Support Corps Directors and their staff and regional as needed in developing project specifications for highly technical projects as well as new operational models.
- Work with communications team to develop regional operational reports and outreach for current and future partners.
- With Regional Executive Director coordinate communications and philanthropic strategies to increase impact of operational partnerships.
- Develop strategic partnerships to increase Conservation Legacy's role as regional leader in stewardship and youth development space.
- Develop regional training agreements for contracted trainings hosted by Conservation Legacy for cooperators and agency partnerships.
- Collaborate with Corps Directors to identify coalitions of partners with common goals within the region and develop scaled proposals for partnerships.

### **Program Capacity Building**

- Provide mentorship and assistance to local program staff in the development of technical project specifications needed for proposals and best practices for gathering reportable accomplishments.
- Responsible for meeting financial reporting, analysis and budget management in areas related to program capacity building, special initiatives and regional training.
- Actively reviews program operational expenses to identify efficiencies, reduce costs, and support vendor discounts.
- In concert with Corps Directors and the Eastern Region Director of Development, develop, facilitate, and steward regional partner collaboration to sustain and leverage new and innovative projects, programs, private/public partnerships, and funding opportunities.
- Leads organizational planning for new areas and new regional scopes of work by evaluating and communicating barriers and opportunities within operational costs, staff capacity, program resources, partnerships, etc.
- Review regional agreements to ensure operational standards and compliance are met.

### **Supervision and Leadership**

- Supervise regional training/ops staff in creating training plan for program staff and crews in technical skillsets including chainsaw, crosscut, rigging, first aid, herbicide, and fire and forest management leadership
- Develop systems of talent development for regional program staff ~~in region~~, including pathways to relevant certifications and strategies for staff retention.
- Represent region on national fire, saw, trails, and technical skills advisory groups with agencies and industry leaders.
- Support Corps directors in growing the talent base for program operations ~~focused staff~~ within the region.

### **Other Duties**

- Successfully engages, leads, and supports an inclusive work environment for underrepresented populations within the organization and the communities we serve.

- Leads and/or participates in organizational-wide teams, projects, and initiatives that support the Strategic Plans goals.
- Support regional purchasing for programs and develop systems for regional tracking of assets and resources

**Physical Requirements:**

Regular overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Regional Operations Director is required to participate in periodic overnight travel, non-traditional work hours, have the ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. The Regional Operations Director requires exerting up to 50 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects unassisted. The ability to drive an organizational vehicle is also required.

**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 conservation corps, land management, or similar industry.
- Wilderness First Responder Instructor Certification.
- Minimum of 5 years of practical experience utilizing conservation and forestry technical skillsets.
- Experience developing and managing risk management protocols and practices.
- Wilderness First Responder Certification.
- Experience with a variety of conservation skills and practices, including trail building/maintenance, fuels reduction, and invasive species management.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- Valid driver's license and an insurable driving record.
- Professional proficiency with MS Office Suite and ability to manage various databases and systems.
- Must be able to pass Conservation Legacy's criminal history check requirements.

**Preferred Qualifications:**

- Experience with federal and state agreements and compliance.
- Experience with philanthropic and communications campaigns.
- Ability to maintain high level industry certifications including: C Chainsaw and Crosscut certifications or past certifications and ability to recertify upon hire.
- Experience with field data systems, GIS, and emergency on-call networks.
- Experience implementing large scale technical programming in forestry and conservation practices.
- Experience with a wide variety of program model types including: youth and high school, veteran, advanced trail and conservation, restoration and herbicide, monitoring and assessment, and internship programming.

*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, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. 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.*