

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: Stewards West Corps Director

Date: February 2021

Reports to: Western Regional Executive Director

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

Location: Durango, CO

Status: Full-Time, Exempt

Benefit Eligible: Full Time, Exempt, Full Benefits

Program Summary:

Stewards Individual Placements (Stewards), a program of Conservation Legacy, places individual placements across the nation in projects that build capacity, improve access to natural resources, develop and support innovative solutions, develop opportunities for service and economic development, and empower leaders. Stewards focuses on federal partners such as the National Park Service, US Forest Service, and Bureau of Indian Affairs, along with multiple state and local governments and nonprofits.

Position Summary:

The Corps Director is responsible for developing and maintaining national partnerships within their service communities and surrounding geographic area. This includes identifying, developing, and maintaining relationships with project partners. This position especially collaborates with Executive Directors, National Director of Development, and Chief Executive Officer to develop and maintain regional and national partnerships. Under their leadership, they 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:

Management and 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 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.
- 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.
- Maintains local systems and processes to ensure responsible spending and financial reporting by all staff members are achievable and accountable.
- Identifies 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.

- 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.
- Leads a high-quality of programming for positive member experience and exceptional project accomplishments, solidified by successful outcomes related to strategic goals.
- Ensures 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.
- 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.

Program Development

- Establishes and maintains 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.
- 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.
- Supports business relationships with public land agencies and other local non-profits in cooperation and support of other senior Conservation Legacy staff.
- 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 the organization.

Finance and Reporting

- Develops strategies leading toward programmatic and financial sustainability with central, regional, and other corps leadership.
- Prepares and submits an annual Corps budget with full understanding of the allocations.
- Reviews financial reports and monitor local expenses to ensure responsible budget management; adjust spending or revisions as needed.
- Oversees consistent collection and analysis of programmatic impacts and outcomes to remain adaptive and responsive to program feedback.
- 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.

Communication

- Ensures operational matters are addressed and managed with integrity and efficiency to maintain positive relations and trust across departments and corps.
- 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.
- Aligns corps and leadership priorities with other Conservation Legacy Corps through continuous, effective communication, collaboration, and consensus building internally and externally.
- Identifies and leads 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.
- Is 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.

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 Plan.

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.**

Minimum Qualifications:

- 5 years of experience in youth development or corps field.
- 5 years in a leadership role of a non-profit or alike organization.
- 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.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- 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.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- 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
- Experience leading Conservation Legacy programs, members, or administrative systems.

To Apply: Send Cover letter and resume to Stacey Alfandre 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 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.