JOB DESCRIPTION

JOBTITLE: DIRECTOR, CONSERVATION PROGRAMS
JOB FAMILY: Conservation
JOB NUMBER: 250007 (Program Director III)
SALARY GRADE: 9
FLSA STATUS: Exempt

JOB DUTIES

- Lead the development and implementation of conservation strategies for the Hawaii Chapter, including providing overall strategic direction and implementation for achieving the chapter’s 2015 goals for effective conservation in terrestrial programs.
- Oversee and supervise the state chapter’s terrestrial programs, including the island programs (Hawaii, Maui, Molokai, Kauai, Oahu, plus Palmyra Atoll), a statewide science team, and special statewide conservation management initiatives. Manage and coordinate complex statewide and field operations program (40+ indirect reports).
- Integrate the Hawaii Chapter’s terrestrial conservation work with the Chapter’s marine conservation program in close coordination with the Chapter’s Marine Program Director.
- Oversee application of tools and methods from Conservation by Design, including ecoregional plans, conservation action plans, and measures. Identify state-of-the-art science, strategies and tools for potential testing and application to conservation work in Hawaii.
- Oversee program and project budget preparation and monitoring, including public grants and contracts.
- Lead the Conservancy’s collaborative work with partners, stakeholders, and other units of the Conservancy to advance conservation goals directly in Hawaii, and indirectly with other Pacific Islands and globally. Build strong external networks and credibility for the Conservancy’s conservation programs.
- Work with Hawaii’s staff, trustees, donors, and others to promote the conservation goals of the chapter and raise funds for conservation.
- Communicate as an effective, compelling conservation leader with a variety of audiences on the Hawaii Chapter’s conservation goals, methods, and priorities.

BASIC QUALIFICATIONS:

- BA/BS degree and 10 years experience in conservation practice or equivalent combination of education and experience. MS/PhD in conservation field preferred. Business/operations management experience preferred.
- Experience with certain aspects of fundraising: identifying donor prospects and donor cultivation (if required).
- Experience directing a major program of strategic importance, including management/supervision of multi-disciplinary teams
- Experience working with current trends and practices in relevant discipline(s) and regions.
- Experience in partnership development (partners, community, government, etc.); experience with high-level conservation contacts.

ESSENTIAL FUNCTIONS:
The Program Director III oversees all aspects of a significant program area encompassing a large, complex geography. Provides strategic leadership and support for the Conservancy’s conservation planning work and establishes overall conservation priorities for one or more regions or major initiatives. S/he serves as the principle contact to government agencies, other conservation organizations, foundations and academic community. S/he may play a leading role in donor identification, cultivation and stewardship for the program. Disseminates best practices, provides training and analyses to best implement organizational measures of success, and develops key partnerships. Geographic/programmatic size and scope is that of a large, complex
OU, multiple small to mid-sized OUs, regional or a large program area spanning parts of multiple states/regions. This may include one or more of the following functions:

- Establishes the Conservancy as a major conservation partner within the area of responsibility
- Defines conservation priorities in the area of responsibility
- Leads and manages team which supports and improves conservation efforts
- Builds strategic, scientific, and technical capacity in the field
- Develops key partnerships with public & private organizations in order to identify and resolve technical issues and to widely communicate solutions and best practices
- Develops innovative scientific methods, analyses, tools, and frameworks to address the natural system needs
- Engages local community support for local conservation efforts
- Negotiates complex and innovative solutions with government agencies and landowners to conserve and protect natural communities
- Develops and implements conservation strategies

**REQUIRED KNOWLEDGE AND SKILLS:**

- BA/BS degree and 10-12 years experience in conservation practice or equivalent combination of education and experience
- Demonstrated experience influencing, developing and implementing conservation policy and plans at the state and/or country level
- Knowledge of current trends and practices in relevant discipline(s) and regions
- Developing practical applications of scientific concepts and technical innovations for conservation purposes
- Knowledge of methods and standards of biodiversity information systems and initiatives and experience conceiving and implementing strategic initiatives.
- Motivating team members, setting goals and leading efforts
- Delivering practical, adaptable products and services to customers
- Knowledge of politics and society with respect to environmental affairs
- Managing time and diverse activities under deadlines while delivering quality results
- Communicating clearly via written, spoken, and graphical means in English and other relevant languages
- Demonstrated experience in fundraising
- Successful experience in developing, directing and managing multiple projects.
- Demonstrated success as an inspirational manager who has successfully motivated staff to achieve and sustain excellence.
- Demonstrated leadership and visionary qualities and able to work effectively with and through others in a decentralized and geographically dispersed organization.
- Successful experience in partnership development (partners, community, government, etc) including extensive networking with high-level conservation contacts; political savvy.
- Proven interpersonal, communication and negotiation skills.

**COMPLEXITY/PROBLEM SOLVING:**

- Negotiates complex agreements, sometimes in political environments
- Develops and implements creative ideas to improve overall performance in conservation strategies
- Formulates, evaluates, and decides broad organizational policies and long-term programs
- Anticipates, diagnoses, and resolves complex problems and identifies creative solutions
- Designs, implements, and directs complex and diverse projects, encompassing multiple programs and coordinating the work of other professionals, inside and outside the organization. Incorporates cross-disciplinary knowledge to support program objectives
- Highly diversified work involves participation in the formulation and evaluation of broad policies and/or long-term programs, or making decisions, which typically have broad organizational impact.
- Directs major program of strategic importance to the Conservancy through management of multi-disciplinary teams.

**DISCRETION/LATITUDE/DECISION-MAKING:**
• Assesses decisions’ potential impact on colleagues’ work, public image, scientific credibility, and financial and legal standings
• Makes decisions based on incomplete or ambiguous information and accepts associated risks
• Makes independent strategic decisions frequently based on analysis, experience, and judgment
• Decisions may affect organization’s public image.
• Decision may have maximum financial and/or legal impact on the organization

RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:
• Broad management and leadership responsibility.
• Recruit, retain and manage high quality and effective multi-disciplinary staff with responsibility for performance management, training and career development.
• Establish clear directions and set stretch objectives.
• Management responsibility for 10+ staff members, both internal and external to the organization
• Develops long-term strategies and achieves strategic goals and objectives
• Identify, cultivate and solicit major donors in support of program activities.
• Overall responsibility for financial management of program, including setting financial goals, analyzing results, and taking corrective actions.
• Ensure that programmatic commitments, financial standards, and legal requirements are met
• Ensures that program complies with TNC policies and procedures and external (donor/legal) requirements

COMMUNICATIONS/INTERPERSONAL CONTACTS:
• Builds cooperative relationships and collaborates with diverse groups, including land owners, conservation partners, government officials, donors, board members, and the general public, to recruit support for the Conservancy and publicize Conservancy efforts
• Commands attention, changes tactics midstream as necessary, and manages group processes during presentations or discussions
• May speak with and in front of varied audiences on scientific topics and the Conservancy’s mission; interacts and provides input/guidance to senior managers
• Ability to establish excellent working relationships with outside partners, state/local/federal agencies, land managers, private landowners and the academic community. Leverages constructive and effective relationships inside and outside the Conservancy.
• Work effectively in high-tension situations and maintain composure under pressure. Diffuses high-tension situations comfortably
• Work and communicate effectively with a diverse group of people, including scientists, preserve staff, and others, providing and obtaining needed information
• Ability to articulate lessons learned regarding conservation initiative successes and failures
• Ability to simplify and explain complex scientific data to general audiences
• Creates and communicates a compelling vision; practices the Conservancy’s core values.

WORKING CONDITIONS/PHYSICAL EFFORT:
The Program Director III may work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances. These conditions may:
• require occasional physical exertion and/or muscular strain
• present occasional possibility of injury
• require long hours in isolated settings

This position may also:
• require frequent travel domestically and/or internationally
• require evening and weekend hours

TO APPLY
Please submit cover letter outlining relevant work experience and resume to jeber@tnc.org by October 29, 2007.

The Nature Conservancy is an Equal Opportunity Employer.