The Nature Conservancy

JOB DESCRIPTION

JOB TITLE: HAWAI'I ISLAND PROGRAM DIRECTOR
JOB FAMILY: Conservation
JOB NUMBER: 250006 (Program Director II)
SALARY GRADE: 8
FLSA STATUS: Exempt

ESSENTIAL FUNCTIONS:
The Nature Conservancy is a leading conservation organization working globally to protect ecologically important lands and waters for people and nature.

The Hawai‘i Island Program Director oversees all aspects of protection, science, stewardship and community relations for the Island of Hawai‘i.

Duties:
- Establishes and articulates the vision and sets the island program conservation direction to promote exemplary landscape-scale management and threat abatement.
- Leads and manages a diverse team to build strategic, scientific and technical capacity in the field.
- Develops key partnerships and networks with public & private organizations in order to identify and resolve technical issues, negotiate complex and innovative solutions and to widely communicate solutions and best practices.
- Cultivates broad local community support for conservation efforts via landowners, government and other agencies, general public, educational institutions, Trustees, volunteers and donors.
- Prepares long range plans, operating plans and budgets and oversees all aspects of project administration including contractual obligations and public funding programs.
- Working closely with state-wide philanthropy team, serves as key fundraiser for Hawai‘i island program. Seeks out new funding sources for island conservation projects.
- Negotiates and oversees management agreements and conservation easements with private landowners
- Works collaboratively with private landowners, industry and agencies to encourage economic activities that are compatible with conservation objectives
- Develops and presents proposals to raise public and private funds in support of habitat protection
- Identifies and supports legislative or other administrative actions to enhance conservation of native ecosystems
- Serves as TNC representative on island-wide matters including protection projects, management agreements, public relations, government relations and special events.
- Participates in state-wide planning efforts.
- Assesses and addresses community concerns and strategic implications of island and statewide program actions and responds accordingly.

REQUIRED KNOWLEDGE AND SKILLS:
- BA/BS degree and 7-10 years experience in conservation practice or equivalent combination of education and experience. MA/MS degree desirable.
- Demonstrated experience influencing, developing and implementing conservation policy and plans
- Demonstrated success in developing, coordinating and managing complex projects involving multiple cooperators, often with differing institutional objectives and priorities
- Knowledge of current trends and practices in relevant discipline(s) and regions
- Demonstrated experience translating scientific concepts into practical applications for conservation purposes
- Knowledge of methods and standards of biodiversity information systems and initiatives
- Motivating team members, setting goals, and leading efforts
- 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
- Resolves complex issues involving multiple program areas independently
- Anticipates, diagnoses, and resolves complex problems and identifies creative solutions
- Interprets guidelines, evaluates information, and modifies processes to adapt to changing circumstances
- Manages and prioritizes tasks from multiple sources
- 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

**DISCRETION/LATITUDE/DECISION-MAKING:**
- Ensures program accountability and legal compliance
- Consults peers to review own work
- 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

**RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:**
- Supervises staff at remote locations
- Establishes and maintains optimal performance standards within budget
- Develops and administers budgets and ensures sound financial performance
- Writes requests for proposal (RFPs) for grant/contract funding for program
- Judges talent, assesses staff’s strengths and weaknesses, creates strong morale and team spirit, and motivates individuals and teams toward desirable results
- Recruits, retains and manages high quality and effective staff
- Supervises work inside and outside organization
- Sets financial goals, evaluates return on investment, and develops corrective strategies to improve future results
- May need to gain cooperation from outside parties to accomplish program goals
- May negotiate and contract with vendors
- Develops long-term strategies and achieves strategic goals and objectives
- Communicates strategic project goals and objectives
- Using common software applications (e.g.; Word, Excel, Web browsers)
COMMUNICATIONS/INTERPERSONAL CONTACTS:
- May need to gain cooperation from outside parties to accomplish program goals
- Negotiates complex agreements
- Works effectively under pressure
- Diffuses tension among colleagues comfortably
- 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
- Collaborates with a wide range of people
- Produces results in a team environment
- May develop and present proposals to achieve program goals

WORKING CONDITIONS/PHYSICAL EFFORT:
The Island Director 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
- require frequent travel domestically and/or internationally
- require evening and weekend hours

TO APPLY:
Please submit cover letter outlining relevant work experience as it relates to required knowledge and skills and resume to jeber@tnc.org by March 6, 2008.

The Nature Conservancy is an Equal Opportunity Employer