Job Description

Job Title: Palmyra Program Director
Job ID: 11275
Location: Hawaii
Full/Part Time: Full-Time
Regular/Temporary: Regular

ABOUT US
The Nature Conservancy is the world's leading conservation organization, working in all 50 states and more than 33 countries. Founded in 1951, the mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.

POSITION SUMMARY
DUTIES:

(1) Fundraising:
• Develop and implement major gift fundraising program for Palmyra:
  a. Annually raise all funds necessary for TNC Palmyra program.
  b. Raise funds for long-term Palmyra management and operational priorities and, through Palmyra, for Hawaii and TNC-wide marine or other related initiatives.
• Plan, organize and execute a minimum of 3-4 major donor trips to Palmyra per year.
• Engage Palmyra donors in Hawaii conservation projects and other TNC conservation priorities.

(2) Agency Relations:
• Coordinate TNC’s relationship at Palmyra with U.S. Fish and Wildlife Service (USFWS), including managing TNC’s Preserve in close coordination with USFWS’s Palmyra Atoll National Wildlife Refuge and NOAA’s Marine National Monument.
• Develop effective partnership with NOAA.
• Develop and manage TNC relationship with the Palmyra Atoll Research Consortium (PARC).
• Develop and coordinate with USFWS appropriate recreational uses for TNC and other visitors.
• Coordinate TNC access and management needs with USFWS and PARC, including use of plane, fuel, boats, food, staffing, scheduling, etc.

(3) Conservation Programs:
• Direct TNC’s on-the-ground conservation program at Palmyra. Develop and implement Palmyra conservation plan for TNC. Set priorities and implement critical terrestrial and marine management actions with Hawaii science and conservation staff, including rat control, pisonia forest restoration, invasive species prevention and control, lagoon restoration, and marine monitoring.
• Coordinate with USFWS and NOAA on related terrestrial and marine conservation management on USFWS lands (outlying islets) and marine resources.
• Coordinate TNC’s role in research projects through PARC and research permits with USFWS.
• Raise public funds for conservation programs at Palmyra in coordination with Hawaii staff.
• Represent Palmyra TNC-wide and ensure integration of Palmyra program with Hawaii and TNC conservation objectives and priorities including sharing best practices, measures of success, and conservation planning. Coordinate closely with TNC Hawaii science, government relations, and conservation programs staff.

(4) Administration and program management:
• Oversee all budgets, finances, and contracts.
• Coordinate donor trips with PARC and USFWS.
• Purchase and arrange transport for supplies, equipment, staffing and expertise as needed for TNC’s operations on Palmyra.
• Supervise and coordinate TNC’s plane charters for TNC donor and conservation trips.
• Supervise staff, volunteers, and interns as appropriate.

ESSENTIAL FUNCTIONS

The Nature Conservancy is a leading conservation organization working globally to protect ecologically important lands and waters for people and nature. Located 1,000 miles south of Hawaii and an untold distance from civilization, Palmyra Atoll is one of the most spectacular marine wilderness areas on Earth. Palmyra is a 680-acre atoll with 480,000 acres of lagoons, coral reefs, and submerged lands. Palmyra is a US Fish and Wildlife Service (USFWS) Refuge out to 12 miles and a Marine National Monument out to 50 miles. The Nature Conservancy owns Cooper Island, and manages the atoll in partnership with the USFWS and the Palmyra Atoll Research Consortium (PARC).

Palmyra’s research station supports scientific research by world renowned research institutions (see www.palmyra-research.org).

The Palmyra Program Director is responsible for the oversight, management, strategic planning, and implementation of a conservation, fundraising, and agency relations program that secures the human, financial, and political resources needed to support the Palmyra project and other TNC priorities, including the Hawaii and Pacific programs. Work includes strategic leadership and fundraising as well as application of various conservation tools, including planning for and management of marine and terrestrial resources. This position requires the ability to work with and influence others in leadership positions both within and outside of the Conservancy, including TNC local, regional and national staff; Conservancy leadership; members of local and national Boards of Trustees; high level donors; government agencies; researchers; and leaders of research institutions. The Palmyra Program Director is responsible for program funding and budget administration. S/he will report to the Marine Program Director and will supervise staff, interns, and volunteers.

BASIC QUALIFICATIONS
• BA/BS degree and 7 years experience in conservation practice or equivalent combination of education and relevant experience.
• Experience managing complex or multiple projects, including managing finances and coordinating the work of other professionals and partners.
• Fundraising experience, including identifying donor prospects and donor cultivation.
• Experience in partnership development (community, government, etc.).

**HOW TO APPLY**

Please complete an online application by August 14, 2009 and upload a cover letter and resume as one document. Cover letter must address how you meet the 4 basic qualifications listed below.

**EOE STATEMENT**

The Nature Conservancy is an Equal Opportunity Employer.