

The Nature Conservancy

JOB DESCRIPTION

JOB TITLE:	PALMYRA PROGRAM DIRECTOR
JOB FAMILY:	Conservation
JOB NUMBER:	250006 (PROGRAM DIR II)
SALARY GRADE:	8
FLSA STATUS:	Exempt
WORK LOCATION:	Honolulu, Hawaii

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.).

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 Hawai'i 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.

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 Hawai'i 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 Hawai'i 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.

REQUIRED KNOWLEDGE AND SKILLS:

- BA/BS degree and 7-10 years experience in conservation practice or equivalent combination of education and experience
- Demonstrated experience influencing, developing and implementing conservation policy and plans
- Knowledge of current trends and practices in relevant discipline(s) and regions
- Experience with diving, fishing, and boating operations
- Facilities management and basic understanding of mechanical and construction issues a plus
- Developing practical applications of scientific concepts and technical innovations for conservation purposes
- Knowledge of methods and standards of biodiversity information systems and 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
- 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
- Supervises staff
- 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 Palmyra Program 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

This position may also:

- require frequent travel domestically and/or internationally
- require evening and weekend hours

TO APPLY:

Please complete an online application at www.nature.org/careers and upload a resume and cover letter by October 7, 2011. Cover letter must outline how you meet the 4 basic qualifications listed.

The Nature Conservancy is an Equal Opportunity Employer