



# JOB ANNOUNCEMENT

## Director of Programs

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**DATE ANNOUNCED:** August 8, 2017

**DURATION:** Full-time, year-round, ongoing.

**LOCATION:** This position is based in our Boulder office.

**APPLICATION DEADLINE:** Applications reviewed starting August 28, continuing until position filled.

Wildlands Restoration Volunteers seeks a Director of Programs (DoP) who works within the senior leadership team to ensure the programmatic and operational success of the organization. The DoP oversees the mix of programs and the staff that run some of these programs. The position ensures effective team functioning, implementation of standards and policies across all programs, as well as the operational infrastructure that supports these programs. The DoP also has a key role in the development of our annual work plan of projects and the management of some of our more complex projects.

**Minimum of five years of relevant experience in all or most of the following areas:**

- Ability to lead, inspire, motivate and coach staff, and delegate effectively
- Ability to organize, prioritize & multi-task
- Highly proficient with Excel and capable of developing and managing complex budgets
- Ability to manage projects and teams, using a project management methodology
- Excellent written and verbal communication skills
- Experience writing successful large grant proposals to government and foundation entities
- Experience developing proposals in response to a formal request for bids
- Experience managing subcontractors
- Strong teamwork and facilitation skills
- Experience with community outreach and building partnerships, particularly with government agencies
- Natural resource background
- Enough familiarity with information technology (databases, websites, computer networks, etc.) to accurately assess organizational technology needs and engage 3<sup>rd</sup> party IT professionals
- College degree required

**Personal Qualities Desired:** Flexible, self-motivated, energetic, enthusiastic, proactive, honest, interpersonal skills, professional, responsible, able to meet deadlines, detail-oriented, committed to precision, willing to work evenings/weekends as needed, committed to public land stewardship, interest in volunteerism and service, and a good sense of humor.

**Additional Skills a Plus:** experience with ecological restoration and/or trail design and/or construction methodologies; experience developing and supporting a large volunteer community; desktop publishing.

**COMPENSATION:** This is a full-time position with a competitive benefit package. Annual salary will be \$55-65K, commensurate with experience.

**APPLICATION PROCESS:** Complete the online application form (link below). Then, email a cover letter and resume to [edself@wlrsv.org](mailto:edself@wlrsv.org). Only complete applications will be considered. Applications will be reviewed starting on August 28, continuing until position is filled.

**Application form is available at:** <https://goo.gl/forms/qckD2x8923dK4BqK2>

**About Wildlands Restoration Volunteers:** WRV is a 501(c)(3) nonprofit organization with offices in Boulder and Fort Collins, Colorado. WRV promotes community-based involvement in the care of public, protected, or ecologically important lands. We engage thousands of volunteers (youth and adults) each year in a wide variety of hands-on ecological restoration and other land stewardship activities. Volunteers see the positive impact they can have on our environment and develop a deep connection to the places they have helped to heal. WRV is a lean and highly effective organization with about 15 employees.

Before applying for this position, we strongly recommend you visit our website at [www.wlrv.org](http://www.wlrv.org).

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## Job Description

### Director of Programs

The Director of Programs (DoP) works within the senior leadership team to ensure the programmatic and operational success of the organization. The DoP oversees the mix of programs and the staff that run some of these programs. The position ensures effective team functioning, implementation of standards and policies across all programs, as well as the operational infrastructure that supports these programs. The DoP also has a key role in the development of our annual work plan of projects and the management of some of our more complex projects.

#### Team Management and Development (25%)

The Director of Programs is largely responsible for cultivating the culture and programmatic staff within WRV. This includes recruiting, training, supporting, evaluating staff to create the best team and work environment possible.

- Work with Executive Director to build a strong, effective management team.
- Develop and implement a process for training and orientation of all program staff.
- Recruit, hire, supervise and mentor all mid-level program staff members.
- Ensure that mid-level program staff are effectively supervising and supporting junior program staff.
- Work with Executive Director and Controller to implement a performance management process, including the establishment of annual performance goals, regular check-ins and annual evaluation.
- Facilitate professional development among staff; assess skill gaps, and help them achieve their goals.
- Instill accountability among team members by developing effective accountability systems and modeling accountability.
- Foster a productive, efficient, creative, rewarding, and safe work environment.
- Work with the Controller to implement human resources policies and procedures among program staff.

#### Program Management (30%)

A large part of this role revolves around the systems that drive WRV's programs. This portion of the position requires solid project management skills and a vision for developing well-functioning systems that span across individual staff and programs. Current Programs include: General Projects, Native Seed Collection, Invasive Species, Sawyer, Trails, Community Engagement, Volunteer Leadership Development, Youth & Inclusiveness, and Monitoring.

- Work within the senior management team to refine organizational systems and processes at the 30,000-foot view to improve effectiveness and efficiency of our use of resources as we implement the strategic plan.
- Work with the Executive Director and within the framework of the Strategic Plan to develop and implement long-term goals and objectives.
- Develop new program initiatives to support the strategic direction of the organization.
- Help the Executive Director develop an annual budget and operating plan to support programs and projects.
- Support program staff by attending projects and evaluating program implementation.
- Oversee an adaptive program management process to assess programs and identify areas for improvement.
- Ensure that program activities operate within the policies and procedures of the organization.
- Implement strategies that will maximize the alignment and synergy among programs.

## **Direct Program Implementation (20%)**

In addition to leading at a higher management level, the Director of Programs also works directly on some programmatic elements of WRV.

- Partnerships and Project Pipeline:
  - Develop and cultivate existing relationships with key partners with the goal of ensuring sufficient number and scale of projects to meet organizational program goals.
  - Oversee mid-level program staff members who maintain subsets of our partner relationships.
  - Develop the annual schedule of projects and trainings.
- Volunteer Project Management
  - Oversee mid-level program staff responsible for implementing projects.
  - Provide management support (financial oversight, proposals, team management, design) as needed for some of our most complex projects.
- Volunteer Leadership Development:
  - Set and oversee achievement of organizational goals with respect to volunteer leadership development.
  - Oversee staff responsible for developing and implementing leader trainings, assisting on a limited basis.

## **Fundraising and Marketing (20%)**

Fundraising plays a critical role in WRV's ability to support successful programs.

- Develop fee-for-service revenue streams associated with projects; that is, projects where we are hired to provide a service.
- Write grants to fund projects and programs.
- Coordinate with the Development Director to communicate with and engage funders with WRV's programs.
- Work with the Director of Corporate and Donor Relations to ensure that strategic branding, marketing and outreach efforts are in line with programmatic goals, and to identify and engage key segments of the community in WRV's work.

## **Facilities Management – Boulder Office (5%)**

- Assess and inform the Executive Director about infrastructure needs (office space, vehicles, storage, equipment), and oversee mid-level program staff involved in their maintenance.
- Manage relationship with landlord and subtenants in the Boulder office, finding new subtenants as needed.
- Assess organizational technology needs and engage 3rd party IT professionals to meet them, including databases, websites, computer networks, software, etc.

**Physical requirements:**

- Ability to operate computers, phones, mobile devices and office equipment.
- Ability to interact with volunteers, partners and clients on a daily basis.
- Able to work for long periods of time without break during the conduct of presentations and events.
- Able to hike, stand, carry, and walk for long periods of time without break while conducting projects.
- Able to work on uneven terrain in the field in all weather.
- Able to sit at a desk for long periods of time.
- Must be able to lift a minimum of 50lbs.
- Must be able to successfully manage multiple, high-priority tasks in a fast-paced environment.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Selection and retention in this position is contingent on a successful background check.

Wildlands Restoration Volunteers does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy, gender identity or gender expression), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

WRV will provide reasonable accommodation to applicants with disabilities, where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact WRV directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.