



Title: Four Corners Director - Southwest Conservation Corps (SCC)

Date: July 10,2020

Reports to: SCC Corps Director

Salary Grade: C+, starting salary range \$45,000-56,000 per year, negotiable, and commensurate with experience.

Benefit Eligible: Full *per Personnel Policies*

Status: Full time, Exempt

Location: Durango, CO

Closing date: position open until filled; consideration of applicants will begin August 14th, 2020

Summary:

The Four Corners Director (FCD) is the leader for SCC's staff and operations based in Durango, CO. The Director both develops funding for and manages all Four Corners based operations through a coordinated and collaborative staff structure. The Director's focus is to create and maintain quality, safe, highly effective operational programming for youth and young adults while developing and sustaining project partnerships with traditional public land management agencies, local municipal agencies, community partners as well as developing and sustaining other funding sources to ensure the success of the Corps' mission. Each SCC office is rooted in the community it serves. The Four Corners Director supervises and mentors various operations staff, including, but not limited to Program Director(s), Program Managers, and Administrative Manager(s).

SCC is a program of Conservation Legacy. Conservation Legacy is a national organization dedicated to supporting locally based conservation service programs. We operate and support programs that provide service and work opportunities for a diverse group of individuals to complete important conservation and community projects for the public benefit.

The Four Corners Director will also serve on the Management Team of Conservation Legacy. The Conservation Legacy Management Team is responsible for providing tactical leadership for staff who carry out day-to-day programmatic and administrative operations.

Essential Accountabilities and Functions:

Leadership

- Identify and develop annual objectives to sustain and enhance the outcomes of SCC's Mission as well as Conservation Legacy's Strategic Plan.
- Collaborate with other members of the Conservation Legacy Management and Leadership Teams as well as SCC Corps Director and other Directors in developing strategy for programmatic and financial sustainability.
- Demonstrate and lead on the development and implementation of high-quality programming to achieve positive member experiences and exceptional project accomplishments, as well

as excellent community relations and networking.

- Taking a leadership role within the regional community, proactively managing and developing community relations, partnerships, projects and funding.

Management

- Supervise, mentor and evaluate multiple operational and administrative staff including, but not limited to, the Program Director, several Program Managers, and an Administrative Manager(s), that varies depending on structure and volume.
- Ensure that all staff members are following business and operational support policies and protocols of SCC and Conservation Legacy.
- Organize staff to meet the needs of the Four Corners programs understanding our different program models (Veterans Fire Corps, Adult Camping Crews, High School Crews and Community Crews, Small Teams, Individual Placements and other single identity crews) as well as new emerging models to meet the needs of partnering agencies.
- Oversee the professional development and performance evaluation of all SCC Four Corners staff.
- Serve as the primary contact with Conservation Legacy Central Office for operational matters for the SCC Four Corners office.

Project and Program Development and Management

- Develop and maintain project partner relationships with an aim toward sustainability and leveraging to new project opportunities.
- Grant identification, coordination, development, writing, and reporting in support of existing and emerging program models and staff capacity.
- Oversee and complete project agreements/task orders, database, pre-site visits, project scheduling, evaluation systems, and project specifications.
- Complete or oversee project reporting to support invoicing and agreement requirements.
- Engage in project related community collaboration and shared resourcing.

Risk Management

- Ensure an emphasis on safety in all programming and follow practices consistent with risk management protocols set forth by Conservation Legacy.
- Oversee Workers Compensation programs, claims and OSHA reporting.

Financial

- Prepare and submit an annual SCC Four Corners budget with assistance from Western Regional Executive Director and Corps Director as a part of the SCC and Conservation Legacy annual budget.
- Develop project budgets and complete federal agency financial documents.
- Maintain regional systems to ensure responsible spending and financial reporting by all staff members.
- Prepare and review financial reports and monitor regional expenses to ensure responsible budget management.
- Develop and or sustaining partnerships to maintain adequate revenue streams to support programming with support from Corps Director.

Marketing

- Assure the Corps vision, programs and services are consistently presented in a strong, positive image in Four Corners area.
- Enhance SCC visibility in the Four Corners area.

- Promote SCC as well as Conservation Legacy mission, programs and achievements.

Leadership Competencies:

Diplomacy	Initiative
Customer Service	Adaptability
Relationship Building	Industry Knowledge
Listening Skills	Strategic Planning
Financial acumen	Management
Problem Solving	Mentorship
Decision-Making	

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Four Corners Director is required to sit, stand, walk, speak and hear. The Director may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Director may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- Experience in working with diverse populations in a professional setting, especially those of the BIPOC communities.
- Demonstrated passion for and commitment to corps programming, mission as well as to inclusion, diversity and equity principles and practices.
- Minimum of 5 years leadership and management experience in non-profit organizations/corps operations.
- Flexibility, adaptability and capacity to work in a fluid, changing and fast paced work environment.
- The ability to interact credibly and diplomatically with the Board; all levels in the Corps organization and the external community – tailoring communication effectively for different groups and stakeholders.
- An open, inclusive, team-oriented work style and ability to collaborate with both senior leadership team and operational staff at all locations.
- Demonstrated ability to develop and manage annual operating and project specific budgets.
- Valid driver’s license, insurable driving record and ability to pass Conservation Legacy’s criminal history checks.
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database.

Preferred Qualifications:

- Minimum 5 years recent Corps or youth development organization experience.
- Strong Microsoft Excel proficiency.
- 3-5 years grant writing and management experience.
- Community coalition experience, and ideally at a leadership level.
- Previous program and leadership experience with a conservation youth corps.
- Familiarity with Durango and Southwestern Colorado rural communities.
- Bachelor’s Degree or higher preferred.

- Experience working with local Tribes.

To Apply: Send Cover letter and resume to Kevin Heiner, SCC Corps Director at kevin@conservationlegacy.org. Please include in the cover letter a response to the question: *Please provide us with your experience working with diverse communities in a personal or professional setting, specifically those of the BIPOC community.*

[Southwest Conservation Corps](#) is a program of [Conservation Legacy](#)

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

