



**Title:** Regional Director - Southwest Conservation Corps (SCC), Los Valles Region

**Date:** April 5, 2019

**Reports to:** SCC Associate Director

**Salary Group:** 5, starting salary negotiable and commensurate with experience.

**Benefit Eligible:** Full *per Personnel Policies*

**Status:** Full time, Exempt

**Location:** Salida, CO

**Closing date:** position open until filled; consideration of applicants will begin April 22<sup>nd</sup>

### **Summary:**

The Regional Director manages and oversees all programs and operations of the region through a coordinated and collaborative structure. The Regional Director's focus is to create and maintain quality, safe, highly effective operational programming and to develop and sustain project partnerships including traditional public land management agencies, local municipal agencies, as well as outside funding sources to ensure the success of the Corps' mission. Each SCC office is very rooted in the community it serves. Serving as a community leader while developing and sustaining community partnerships and funding for programs is a critical component. The Regional Director will also manage the Program Director as well as the overall needs and complexities of the region.

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 Regional 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.
- Collaborate with other members of the Conservation Legacy Management and Leadership team as well as SCC Executive and Associate Directors in developing strategy for programmatic and financial sustainability.
- Demonstrate and lead on high program quality for positive member experience and exceptional project accomplishments as well as excellent community relations and networking.
- Taking a leadership role with in the regional community, proactively managing and developing community relations, partnerships, projects and funding.

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## **Management**

- Supervise the regional Program Director and other program staff depending on structure.
- Ensure that all staff members are following business and operational support protocols of SCC and Conservation Legacy.
- Organize staff to meet the needs of the regional programs understanding the different models that exist (Veterans Fire Corps, Adult Camping Crews, High School Crews, Community Crews, Individual Placements and other single identity crews) and new emerging models to meet the needs of partnering agencies.
- Oversee the professional development of regional staff.
- Serve as the primary contact with Conservation Legacy Support Office for operational matters.

## **Project Management**

- Develop and maintain project partner relationships with an aim toward sustainability and leveraging to new project opportunities.
- Grant coordination, development, writing, and reporting.
- Oversee project agreements/task orders, database, pre-site visits, creation of project scheduling, evaluation systems, and project specifications.
- Complete project reporting to support invoicing and agreement requirements.
- 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 SCC.
- Oversee Workers Compensation programs, claims and OSHA reporting.

## **Financial**

- Prepare and submit an annual regional budget with assistance from Executive and Associate Directors as a part of the SCC and Conservation Legacy 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 Executive and Associate Directors.

## **Marketing**

- Assure the Corps vision, programs and services are consistently presented in a strong, positive image in region.
- Enhance SCC visibility in the region.
- Promote SCC as well as Conservation Legacy mission, programs and achievements.

## **Leadership Competencies:**

Diplomacy  
Customer Service  
Relationship Building  
Listening Skills  
Financial acumen  
Problem Solving and Decision Making

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Initiative  
Adaptability  
Industry Knowledge  
Strategic Planning  
Management  
Mentorship

**Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Regional Director is required to sit, stand, walk, speak and hear. The Regional 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 Regional 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:**

- Minimum of 5 years senior leadership experience in non-profit organizations/corps operations.
- Minimum 5 years recent Corps or youth development organization experience.
- Flexibility, adaptability and capacity to work in a fluid, changing 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 senior leadership team at all locations.
- Demonstrated ability to develop and manage an annual and project specific budgets.
- Valid Colorado 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:**

- 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 Salida and San Luis Valley communities.
- Prior nonprofit board participation and/or management.
- Bachelor's Degree or higher preferred.
- Fluent in Spanish.

**To Apply:** Send Cover letter and resume to Kevin Heiner, SCC Associate Director at [kevin@conservationlegacy.org](mailto:kevin@conservationlegacy.org)

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

