Ecological Education Program Director Job Announcement

Position: Program Director 2
Office location: Corvallis, Oregon
Status: Regular, full time
Compensation: Exempt position, with monthly salary of $5,373 - $5,893 depending on experience, plus competitive benefits package (health insurance, 401k, sick leave and paid time off, etc.)
Closing date: April 5, 2021

Click here to apply.

About Us: The Institute for Applied Ecology (IAE) is a dynamic nonprofit organization founded in 1999 whose mission is to conserve native species and habitats through restoration, research and education. We fill a unique niche among nonprofits and work with a diverse group of partners including federal, state and county agencies and municipalities, and other conservation nonprofits to accomplish our mission. We maintain an open and convivial office environment with approximately 28 regular staff in our main office in Corvallis, OR and our branch office in Santa Fe, NM. We are committed to diversity and equity in our workplace and the communities we serve. Please see our mission and diversity statements.

Position Summary: IAE is seeking a Program Director with a diverse skillset to manage our Ecological Education Program. The Ecological Education Program at IAE offers opportunities for K-12 students, teachers, and adult community members to engage in meaningful, place-based education through school-based programs, summer teacher workshops, community outreach and learning opportunities, and volunteer events. In addition, the Program creates curriculum to engage people of all ages in the study of native species and habitat restoration. The Program’s Sustainability in Prisons Project works with Department of Corrections and Adults in Custody to propagate native plants for restoration efforts. Community education and outreach may include coordinating and speaking at IAE events or community natural resource education workshops.

This Program Director currently supervises three year-round staff and multiple contractors working in Oregon, Idaho, Nevada and California. Staff supervision includes hiring, training, managing staffing levels and workloads, and mentoring employee success and growth through problem-solving and professional development. The Program Director is responsible for all aspects of program administration, including fundraising, development and management of many project budgets, contracting, project coordination and implementation, and outreach through presentations, technical reports, and outreach publications. Program Directors provide support for organization-wide planning and project efforts, coordinate with and assist other programs with staffing and fundraising, and serve as a member of IAE’s Management Team. This position also develops relationships with partners to secure funding, and disseminate educational findings and curricula. The Ecological Education Program
Director will continue existing grants and contracts and will develop and obtain funding for new projects relevant to IAE’s mission and in their areas of expertise. This position also may occasionally, and as funding permits, assist with education projects in New Mexico.

Job Responsibilities

A) Program management (60%)

- Supervises, trains, and mentors staff, oversees project deliverables, and manages program finances.
- Develops and manages budgets and project work plans and maintains and develops new relationships with project partners.
- Supervises and oversees hiring of program staff, including project manager(s), technicians and interns. Works with program staff to develop workplans and schedules, and mentors employee professional growth.
- Prepares contracts and hires, schedules, and supervises contractors.
- Implements projects in coordination with program staff and other program directors.

B) Fundraising to support program (20%)

- Leads fundraising to obtain majority of program support, assisted by Executive staff or other Program Directors.
- Independently writes and contributes substantially to grant proposals, including cultivation of relationships, coordination with funders and project partners, and development of the project concept.

C) Writing and communication (10%)

- Writes and edits reports, publications, and other products. Edits written documents produced by other staff.
- Effectively communicates in writing to anticipated audiences, including funders, members of the scientific community/peer-reviewed outlet, project partners, the public, etc.
- Conducts tours, workshops, and presentations to professional organizations, funders, partners, and the public.

D) Organization support and Collaboration outside IAE (10%)

- Conducts, collaborates and communicates about education as the organization’s lead educator.
- Aware of larger organization processes via management team meetings.
- Provides support to the organization and other Management Team members through fundraising, financial management or staff management.
- Sustains existing relationships with partners and is responsive to requests for collaboration from new partners.

Minimum qualifications

- At least five years of relevant and related experience in ecological education (or a related field, can be a combination of education and work), with effective techniques to keep students...
organized, focused and on task during classroom or field lessons. Strong communication skills and ability to interact with people of all ages, and ability to create an inclusive environment.

- Minimum of five years of relevant and related program management, personnel supervision/mentoring, fundraising and project management experience (primarily through work experience). May be concurrent with the above.
- Experience in community education and outreach, developing educational curricula, and knowledge of state and local education standards and teaching strategies.
- Strong organizational skills and attention to detail.
- Demonstrated proficiency with Microsoft Office applications (Word, Excel, PowerPoint) and Google Suite.
- Positive attitude and excellent oral and written communication skills.
- Ability to travel out of state periodically, work some weekends, and ability to lift 25 lbs.
- Able to pass School and Department of Corrections background checks.
- Demonstrated commitment to diversity, equity, inclusion and justice in education.
- Current U.S. driver’s license and acceptable driving record.

Desired skills, abilities and experience

- Training and experience in Diversity, Equity, Inclusion and Justice topics, especially as they relate to the workplace, education, and the field of environmental conservation.
- Current or recent teaching credential in Oregon.
- A record of funded grant proposals.
- Ability to effectively plan, facilitate, and provide follow-up for group or public meetings.
- Knowledge of plant materials production processes, including plant propagation and out-planting.
- Able to efficiently and independently develop outreach materials, including use of graphic design programs (such as Adobe InDesign, Adobe Illustrator or similar).
- Spanish language fluency or proficiency.

How to Apply

To apply for this position:

1. Complete the online job application form [https://forms.gle/e5L5RHVuf7RoaA8JA](https://forms.gle/e5L5RHVuf7RoaA8JA). You will need the following information:
   a. Your contact information.
   b. When you would be available to start work. Preference will be given to applicants able to start by May 17, 2021.
   c. Contact information (phone and email) for three professional references (including at least one recent employer).
   d. Answers to specific online questions (we recommend you complete these offline, then paste into the application form).

2. Email your letter of interest, resume and an example of a recent written product (for example: curriculum, lesson plan, outreach blog/article or grant proposal) for which you were lead author to [EEjob@appliedeco.org](mailto:EEjob@appliedeco.org) with "IAE EE Director" in the subject line of the email.
Letters of recommendation and additional writing samples may be requested for top applicants. Applications must be received by April 5, 2021. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Non-U.S. residents must also include a copy of their work visa. Applications will be considered upon receipt until the application deadline.

Questions may be addressed to: Carolyn Menke, Deputy Director: carolyn@appliedeco.org

For more information about IAE and this program, visit our website www.appliedeco.org.

IAE supports diversity and equity, and we encourage applications from all groups of people. We recognize that the strength of IAE is in our people, and we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. IAE does not and will not discriminate in employment and personnel practices, and our commitment to equal employment opportunity applies to every aspect of the employment relationship.