

# Assistant Branch Director/Ecologist 3 Job Announcement

Job Title: Assistant Branch Director/Ecologist 3

Office Location: Southwest Office, Santa Fe, NM

Status: Regular, full-time

Compensation: \$5,200-5,720/month (depending on experience) plus benefits.

**Application period: July 26, 2023 – August 26, 2023. Applications considered on a rolling basis.**

The **Institute for Applied Ecology** ([www.appliedeco.org](http://www.appliedeco.org)) is hiring a full-time Assistant Branch Director/Ecologist 3 to support the Southwest Branch Director and to manage projects in the Southwest Office.

The Institute for Applied Ecology (IAE) is a dynamic nonprofit organization whose mission is conservation of native species and habitats through restoration, research and education. The goal of the Southwest Office of IAE is to support the conservation, restoration, and recovery of the diverse biological resources in New Mexico and Arizona in collaboration with conservation leaders in these states. Improving the supply of ecologically appropriate native plant materials for restoration and recovery of rare plants and pollinators is a central focus.

As part of the SW Branch team, this position will support the Branch Director with branch management, project development, budgeting, staff supervision, administrative tasks, and partner outreach. In addition, the Assistant Branch Director/Ecologist 3 will independently manage projects that support restoration, research, and education in the Southwest. This is an ideal position for a big picture-minded individual interested in supporting and working alongside a collaborative team implementing a diversity of conservation projects at various scales. The Assistant Branch Director also has the opportunity to lead specific applied ecology projects that align with the individual's skills and experience.

Studies have shown that Black, Indigenous and People of Color (BIPOC), women and other marginalized groups are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

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.

## **Job Responsibilities and Duties**

The Assistant Branch Director/Ecologist 3 contributes to the Organizational Management of the Southwest Office. The position is split between management and oversight of projects and leadership support for Branch Director, including fundraising and strategic planning. This position may supervise volunteers, interns, subcontractors, technicians, or Level I/II project managers.

- **Organizational Management (35%)**
  - Manage IAE SW Branch operations, and help to incorporate larger organization processes via updates from the Branch Director and IAE Deputy Director
  - Strategic Planning:
    - Working with the Branch Director and leadership teams, co-develop and implement a sustainable Business and Operations Plan that strategically plans for growth and expansion of the SW office in consideration of the vision and goals for the SW office and IAE in general
    - Assist with updates and implementation of the Southwest Seed Partnership 5-Year Plan
  - Assist Branch Director in identifying staffing needs. Lead or participate in the hiring of technicians and project management staff
  - Participate in the Institute for Applied Ecology's DEIJ committee. Continue to identify and proactively work with marginalized communities
  - Assist Branch Director with fiscal planning and grant management
    - Assist Branch Director with identifying and managing new grant and foundation funding opportunities
    - Assist with administrative tasks such as job setup, approving invoices, annual budget development
  - Develops processes and procedures to improve SW Branch Office efficiencies
    - Project management coordination among IAE teams, including support for remote staff based in New Mexico and Arizona
    - Streamlined information accessibility and shared drive filing system
    - Risk management and safety, including communication plans and procedures
    - Grant, contract, and match tracking
    - Documentation of procedures; assists with communication of organizational policies and procedures
    - Help to ensure contract requirements and agreement deliverables are being met, including timely submission of reports
    - Keeps SW staff informed of relevant procedural changes from IAE office or funders
  - Facilities management
    - Oversees SW Branch facility, vehicle and IT services
    - Manages office and shop spaces, fleet, equipment, and IT, and addresses any issues if they arise. Closely manages branch office equipment inventory
    - Assists with locating new facilities, vehicles, and equipment as needed
- **Project management (40%)**
  - Independently or with minimal supervision, manage all aspects of project planning and implementation including coordination with project partners and/or funders, development and maintenance of project work plans, implementation of project objectives and fulfilling the grant agreement or contract deliverables within the project budget and in line with the project schedule for several projects at a time.
  - Anticipate project changes over time and efficiently and smoothly adapt to changing project needs
  - Project management and implementation tasks may include the following:
    - Build and maintain connections with partners and funders

- Train and supervise staff
- Process, analyze and report data, and maintain databases
- Projects may include (will vary according to need and expertise):
  - [Southwest Seed Partnership](#) (SWSP) – including supporting the SWSP coordinator with native seed collections, nursery and farm production, equipment, facilities, seed banking, data management, partner coordination, fundraising
  - Restoration - including regional pollinator enhancement, rare species recovery, pre- and post-fire restoration, and reclamation projects
  - Education - including curricula development, outdoor education for youth, conservation or plant cultivation workshops, Conservation in Prisons, tours, presentations
- Out-of-town travel (New Mexico and Arizona) and field work may be required as needed to complete these tasks. Overnight travel is expected about 4-8 overnight trips per year and less than 2 weeks total travel/year.
- **Grant/agreement/contract proposal preparation (15%)**
  - Develop project concepts, write grants/proposals independently and develop budgets with minimal editing and support, contributing significantly to program funding
  - Collaborate with SW Branch Director to develop program funding in support of the SW Branch
  - Proposal development may include cultivation of a relationship and coordination with the funder and project partners.
- **Writing (10%)**
  - Develop and write new reports and other written products, including project plans, newsletter articles, and publications, with minimal advising and editing from supervisor. Edit or update previously written documents. Participate in document review and revision process with peers and supervisors.
  - Effectively and appropriately communicate in writing to different audiences, including funders, project partners, scientists or members of the public.

## **Qualifications**

- **Minimum qualifications**
  - A degree in biology, ecology, conservation, or a related field, or equivalent experience
  - A minimum of five years of ecological work experience
  - Minimum of two years' experience and demonstrated ability supervising staff, managing project budgets, and writing successful grant proposals
  - Experience with contracts, contractor management, project planning and implementation, and permitting
  - Demonstrated proficiency with Microsoft Office applications (Word, Excel, PowerPoint) and Google Suite
  - Strong organizational skills and attention to detail. Experience managing and coordinating several projects simultaneously
  - Positive attitude and excellent oral and written communication skills

- Ability to work some weekends and ability to lift 25 pounds
- Current U.S. driver's license
  
- **Required skills, abilities and experience**
  - **Knowledge of nonprofit organizations.** Familiar with nonprofit organizational management through direct experience working at project management level, serving on a nonprofit board, and/or previous work experience at nonprofit organizations.
  - **Professionalism.** Demonstrated ability to communicate professionally, submitting products on time, and troubleshooting issues that arise.
  - **Grant proposal writing.** Has written grant proposals independently with minimal editing from supervisor.
  - **Budget management.** Past proven experience managing budgets.
  - **Meeting Facilitation.** Ability to plan, facilitate, and provide follow-up for group or public meetings.
  - **Data management.** Independently performs quality control tasks. Able to import/export and design simple queries to extract data from databases. Able to organize and manipulate spreadsheets.
  - **Science Writing for the Public.** Able to write non-technical materials for a public audience to communicate scientific concepts and the importance of IAE's work.
  - **Technical skills** needed will depend on assigned projects aligned with the Assistant Branch Director's experience. Technical skills required may include plant species identification, restoration planning and implementation, GIS, experimental design and data analysis, classroom or workshop management and lesson delivery, or plant materials development.
  
- **Additional desired skills, abilities and experience**
  - Field experience working in Southwest habitats and familiarity with the flora.
  - Public speaking.
  - Experience working with native seed and understanding of native plant and seed production and restoration at different scales.
  - Willingness to utilize QuickBooks for budget management.
  - Can efficiently and independently develop materials using design tools (i.e., Canva, Publisher, PowerPoint).

**How to Apply:**

To apply for this position, submit:

1. Letter of interest– In your letter of interest, state when you would be available to start work (this is a MUST), and state that we may contact references and past employers. Limit to 2 pages.
2. Resume
3. Names and contact information of 3 references
4. Email application materials to: [swjobs@appliedeco.org](mailto:swjobs@appliedeco.org)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Non-U.S. residents must also include a copy of their work visa.

APPLICATION DUE: August 26<sup>th</sup>. Applications will be considered upon receipt. Open until filled.

**Questions?** Contact Melanie Gisler, Southwest Branch Director, at [melanie@appliedeco.org](mailto:melanie@appliedeco.org)