



Title: Executive Director, Eastern Region

Date: April 23, 2019

Reports to: Chief Program Officer

Starting Salary: \$80,000-95,000 yearly

Location: Preference in one of our offices in the east - Chattanooga, TN, Beckley, WV, Harrisonburg, VA or Raleigh, NC

Status: Full, Exempt

Benefit Eligible: Full *per Personnel Policies*

Summary:

The Executive Director of the Eastern Region provides strategic leadership for the following Conservation Legacy Programs - Southeast Conservation Corps, Appalachian Conservation Corps, Conservation Corps North Carolina and Stewards. Combined these corps programs have revenues close to \$7m and serve approximately 600 participants annually. As a member of the Conservation Legacy Leadership Team, the Regional ED plays a critical role in setting the organization's goals, objectives and results.

The Regional ED is the lead representative for Conservation Legacy to a variety of external partners and is responsible for establishing and maintaining positive relations that advance the organizational mission and vision. The Regional ED reports to the Chief Program Officer and supervises Corps Directors and other administrative staff. The Regional ED holds overall responsibility for program operations including budgeting, strategic planning, partnerships, quality, risk management, innovation and accountability.

Essential Responsibilities and Functions:

Leadership and Management

- Identifies and develops annual and longer-term objectives to support Conservation Legacy's strategic plan.
- Functions as part of the Conservation Legacy Leadership Team and collaborates with other Conservation Legacy senior leaders and the Board of Directors.
- Supervises all current, Harrisonburg/Appalachian, Chattanooga/Southeast Conservation Corps, and Beckley/Stewards Corps Directors and future Eastern Programs, oversees the professional development of all eastern region staff.
- Ensures strong relationships are maintained with Conservation Legacy Central Support Office and also ensures full compliance with all financial and reporting requirements and expectations.

Project and Funding Development

- Develops new project partnerships and maintains existing partnerships with the variety of land management and recreation focused agencies in the region.
- Serves as primary contact for grant related funding (such as FSS partners, foundations and other funders) inclusive of grant reporting and proposals.
- Identifies new revenue resources, partners and programs to meet annual program

objectives.

- Responsible for meeting revenue and expense needs, per budget, to operate all eastern region programs.
- Working with the local corps directors, fosters innovation and new programming that supports long-term strategic growth.

Community Representation

- Assures that Conservation Legacy's mission and vision through all models of operation are consistently presented in a strong, positive image in the region.
- Represents the eastern region in various regional and national forums to enhance the visibility of Conservation Legacy's activities.
- Ensures that local programs are meeting high priority partner/community needs.

Program Quality and Risk Management

- Ensures excellence and quality programming occurs at all levels and that operations support a safe and positive experience for all participants.
- Ensures high quality project work meeting partner needs and expectations.
- Supports the work of the Field Operations Director as s/he advances the organization's quality and risk management initiatives.
- Collaborates with other Program leaders and the Leadership Team in general to report on quality and risk management and to adopt modified or new procedures and practices to enhance this aspect of CL's operations.

Financial

- Develops the annual budget for the region in cooperation with all eastern corps.
- Interprets financial reports and monitors all program revenues and expenses.
- Makes recommendations and implements tactical changes in order to meet budget goals.
- Prepares reports as requested by the CPO, CAO, CEO, and Board.

Other Duties as Assigned

Leadership Competencies:

Diplomacy
Manages Complexity
Relationship Building
Listening Skills and Effective Communication
Financial acumen
Ensure Accountability
Problem Solving and Decision Making
Cultivates Innovation and Initiation
Situational Adaptability
Customer Orientation
Results Orientation
Industry Knowledge
Staff Supervision and Development

04/2019

Rob Spath

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Eastern Regional Executive Director is required to sit, stand, walk, speak and hear. The Eastern Regional Executive 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 Eastern Regional Executive 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 of experience in field or similar level of authority.
- Minimum of 5 year's recent Corps or youth development organization experience.
- Experience with building and maintaining partner relationships with public land management agencies.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to interact credibly and diplomatically with the Board of Directors and its committees; all levels in the organization; and the external community and the ability to tailor communication effectively for different groups and stakeholders.
- An open, inclusive, team-oriented work style and ability to collaborate with Senior Leadership at all locations.
- Bachelor's Degree preferred.
- Valid driver's license and an insurable driving record per Conservation Legacy policies.
- Proficient in computer programs, databases, other technology.
- Must be able to pass the organization's criminal history background check requirements.

To Apply: Send Cover letter and resume to Rob Spath, Chief Program Officer
(rob@conservationlegacy.org)