

## POSITION DESCRIPTION



<b>Title:</b>	Stewardship Director
<b>Position Class:</b>	Leadership
<b>FLSA Status:</b>	Full Time/Exempt/Salary
<b>Reports to:</b>	Chief Conservation Scientist (CCS)
<b>Direct Reports:</b>	Stewardship Coordinator (2)
<b>Purpose:</b>	Manages the Stewardship Team to implement proactive, voluntary conservation efforts to improve habitat for wildlife across private lands of the Great Plains and Intermountain West. Member of the BCR Leadership team.

### **About the Organization:**

Bird Conservancy of the Rockies (BCR) is a 501-c(3) non-profit headquartered at the Environmental Learning Center at Barr Lake State Park with a satellite office in Fort Collins and fieldwork outposts in the Great Plains Region. BCR conserves birds and their habitats through an integrated approach of Science, Education, and Stewardship. Our work radiates from the Rockies to the Great Plains, Mexico and beyond. We are seeking a dynamic and forward-thinking leader to oversee the management, implementation, and strategic growth of our Stewardship program. The director will work with two Stewardship Coordinators, 14 Private Land Wildlife Biologists, and the Natural Resource Conservation Service to implement on-the-ground conservation delivery. The Stewardship Director will be based in Fort Collins, CO.

### **Essential Job Duties and Responsibilities:**

- Provide coaching, mentoring and leadership to Stewardship staff
- Provide management and financial oversight of Stewardship program: timely completion of project deliverables, contract oversight, budgeting, reviewing proposals, grants and manuscripts
- Communicate and collaborate with stakeholders to promote land conservation, including serving on committees, boards and working groups as agreed upon by Executive Leadership
- Strategic oversight, development and implementation of stewardship programs
- Guide program growth through partnership network, grant writing and development activities

### **Other Duties:**

- Work with CCS to implement cross team collaboration with science and education programs via regular communications and interactions on strategy, proposals, partner development, etc.
- Ensure stewardship practices meet wildlife and habitat needs through effectiveness monitoring
- Other duties as assigned

### **Knowledge, Skills and Experience required (unless otherwise noted):**

- MS degree in a conservation related field preferably Wildlife Management, Natural Resources, Human Dimensions or Biology with five+ years of progressive experience
- Five years' experience supervising staff with direct reports
- Experience with total life cycle of government grants and contracts
- Understanding of Farm Bill Conservation Programs
- Knowledge of non-profit standard business practices preferred
- Proven track record in building and maintaining partnerships with broad spectrum of stakeholders
- Strong communication skills both written and verbal along with excellent interpersonal skills
- Strong understanding of wildlife and range management principles
- Working knowledge of the flora and fauna of the Great Plains and Intermountain West
- Experience and understanding of habitat restoration practices and voluntary conservation on private lands
- Highly organized with the ability to manage multiple deadlines
- Flexibility to work occasional evenings, weekends, overnights
- Willingness to travel locally, regionally and potentially internationally
- Proficient in Microsoft Office

**Physical Demands / Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in a standard office setting, with considerable sitting, standing and viewing of computer
- Mid-level stress
- Requires reaching continually throughout the workday (mouse, keyboard, telephone)
- May include lifting up to thirty (30) pounds of project gear on an infrequent basis- proper lifting techniques required
- Able to stand, walk, and hike for extended periods of time outside in all weather

**Material and Equipment Directly Used:**

- Standard office equipment (e.g. laptop, printers); PC with MS Office software applications
- Various habitat restoration and enhancement materials (e.g. stock tank ladders, fence markers)
- Navigate to field sites and record data using GPS, smartphones, tablets, or other technology

**To Apply:**

Please submit your cover letter, resume and contacts for three references in ONE document to [applicants@birdconservancy.org](mailto:applicants@birdconservancy.org) with "Stewardship Director" in the subject line. Applications will be accepted and reviewed on a rolling basis until the position is filled. Preference will be given to those applications that are submitted before December 16<sup>th</sup>, 2019.