

The Conservation Fund

Job Description

Title: Director, Urban Conservation

Department/Division: CONSERVATION SERVICES/Urban Parks and Water

Status: (Exempt or Non-Exempt): Exempt

Reports To: Vice President, Climate & Water Sustainability

Positions Reporting to this Position:1-2

Date of Preparation: January 1, 2021

Location: Flexible (Arlington, VA; Atlanta, GA; or Chapel Hill, NC)

Position Summary:

The Director of Urban Conservation Initiatives will lead a program that seeks to add or enhance community access to parks, trails or other green spaces as guided by residents and local partners in historically disadvantaged urban neighborhoods. The program is focused on advancing equity for residents in these neighborhoods by generating economic and social benefits and environmental improvement through active civic engagement. The Fund's urban conservation work as expressed through its Parks with Purpose Initiative aligns with its mission of working with partners to protect America's land and water resources legacy through land acquisition, sustainable community and economic development, and leadership training, emphasizing the integration of environmental, economic and social goals.

The Director of Urban Conservation will manage program staff and coordinate with staff from other Fund divisions and departments including Conservation Acquisitions, Finance, Development, Marketing and Communications, Legal and such Conservation Services programs as Conservation Leadership Network, Strategic Conservation, and Resourceful Communities.

The position reports to the Vice President for Climate and Water Sustainability in the Fund's Conservation Services Division.

Essential Functions:

Responsibilities of the position shall include but are not limited to the following:

- Develop annual implementation plans and update the program's strategic plan with the Vice President and program staff. The plans shall include the addition or enhancement of parks or other greenspace in selected communities, a process for authentic community engagement, and partnering plans to help address community-guided environmental, economic and social objectives.

- Develop grant agreements with community partners; monitor partners' progress and performance; and evaluate the Fund's progress in achieving greenspace development, community engagement and capacity-building goals.
- Work with program staff, Development and Marketing and Communications teams to identify and create stories and case studies that demonstrate the Fund's accomplishments and the value it places on advancing equity, inclusion, diversity and community leadership in its community-oriented urban conservation work.
- Develop annual and periodic reports for funders. Develop, with program staff and the Development department, annual and multi-year plans for securing program support, including expansion into additional urban neighborhoods.
- Help identify and secure participation opportunities in national and regional forums to showcase the Fund's approach, values and accomplishments in urban conservation and its partners.
- Create thought-leadership pieces for publication on the Fund's digital and social media and in external outlets. Ensure that descriptive materials on the Fund's urban conservation approach, values and work are up to date and available for funders, interested parties, and partners.
- Build productive relationships with pertinent partners at all levels, from community and neighborhood level to federal agencies and national funders.
- Help plan events with other program staff, such as peer exchanges and other information- and value-sharing opportunities, and accompanying marketing communications

Qualifications/Basic Job Requirements:

The qualified candidate will have:

- Bachelor's degree. An advanced degree, such as a Master's of Business or Public Administration or in Urban Planning, would be a plus.
- 5-10 years of direct experience in urban conservation, community development, local or regional conservation planning, or local government program management.
- Excellent writing skills. Demonstrated mastery of persuasive writing.
- Proficiency in utilizing Microsoft Office applications including Teams, Sharepoint, Word and Excel; familiarity with a variety of digital platforms for social media and web application; and basic understanding of the use of such online communications programs such as Zoom and WebEx.
- Demonstrated program and project management capabilities, including experience in successfully managing staff, interns, or volunteers and in operating successful collaborative teams.
- Demonstrated affinity for work combining social justice, environmental and climate protection, and economic advancement and a commitment to working to achieve greater equity and respect for all.

- High degree of organizational skill and ability manage multiple tasks at same time.
- Spoken and written English language proficiency is essential. Verbal proficiency in Spanish would be a plus.

The ideal candidate will be an enthusiastic self-starter and strong communicator who can build strong relationships with staff colleagues and community partners. The candidate will be committed to making a meaningful difference in the lives of ordinary people, especially those who have historically lacked access to economic and political power. This position requires substantial self-motivation and a commitment to leading a collaborative team. A sense of humor and enthusiasm for nature are preferred attributes.

Physical/Mental Requirements:

This position may be based in our Arlington, VA, headquarters or in Chapel Hill, NC.

Note: due to COVID-19 pandemic, most Fund staff are working remotely.

Ability to travel independently. Post-Covid 19, the incumbent would be expected to travel approximately 25 to 30% of the time to local and regional (US) destinations.

Ability to utilize and master telecommunication technologies.

Ability to utilize personal computer effectively for variety of applications including online research; document writing and editing; internal and external video chat; email communications; and data analytics.

Compensation and Benefits:

The position offers a competitive salary for a national, mission-directed non-profit organization and opportunities to earn performance-based bonus compensation and a highly competitive package of benefits including employer contributions for health care, employer contribution to employee-directed retirement plan, paid holidays, vacation and personal/sick leave, and others.

The Conservation Fund, a Non Profit Corporation, is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave, Sexual Orientation and Gender Identity or Expression and prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.

To learn more about The Conservation Fund, visit <https://www.conservationfund.org>

Qualified candidates should email their resume with cover letter to:
careers@conservationfund.org.