

# Staff Position Description

**Title:** Corps Director

**Starting Salary Range:** \$55k-\$68K DOE

**Location:** Raleigh – Durham

**Status:** Full-Time, Exempt, Eligible to work Part-Time Remote\*

**Benefit Eligible:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

**Reports to:** Regional Executive Director

**Important Requirement:** Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

*\* Part-Time remote work is defined as a minimum of 50% of an employee's work hours in a week occur at a Conservancy Legacy office or worksite.*

## **Organizational Summary:**

Conservation Legacy is a nationwide non-profit. The Corps Programming within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of *engaging future leaders who protect, restore and enhance our nation's lands through community-based service*; Conservation Legacy works toward *a world with healthy lands, air and water; thriving people and resilient communities.*

## **About Conservation Corps North Carolina:**

Conservation Corps North Carolina (CCNC) is a program of Conservation Legacy. CCNC is an AmeriCorps affiliated organization where members learn about North Carolina environments, communities, land management agencies, and non-profits, as well as outdoor recreation and natural resource careers. CCNC runs field programs year-round throughout the beautiful state of North Carolina with the support of a team based in the Raleigh-Durham area.

## **Position Summary:**

The primary roles of the Corps Director include directing general program and business operations, innovative program development and strategy, supporting a dedicated team of 10 staff and over 125 members, operating as the key leader for fundraising and external relations, serving as a member of regional and national advisory councils, outcome monitoring and evaluation, and building on-going programming with state and regional partners including US Forest Service, National Park Service, USDA, NC State, and local non-profit organizations and communities.

## **Outcomes & Functions of Position:**

### **Business Leadership**

- Administers long-term strategic plans for the growth of the organization.
- Manages day to day activities in the organization's business development and corporate planning functions.
- Oversees the strategies and success of fundraising efforts within their corps.

- Cultivates an environment to stay aligned with changing internal and external environments.
- Lead business and government relations with public land agencies, community leaders, and local non-profits in cooperation with senior Conservation Legacy staff.
- Develop and maintain relationships favoring sustainability and leveraging innovative funding opportunities.
- Identify, develop, and steward high-quality relationships that align with Conservation Legacy's mission and vision.
- Identify and lead local, external communication.
- Prepare and manage an annual Corps budget with a full understanding of allocations and modifications.
- Align priorities with requirements and standards set forth by all-organization standards and strategies.
- Gathers and analyzes data evaluating new business opportunities or assessing potential markets, to assist executive teams in decision making and planning.

### **Corps Programming**

- Develops and administers a program plan that aligns with organizational objectives.
- Develop and maintain local systems and processes, aligned with those org-wide, to ensure local staff members can achieve and be held accountable to outcomes and policy.
- Lead accountability of operations by following policies and procedures and providing leadership and accountability to other staff that influence organizational policies and operations.
- Address and manage operational issues with integrity to maintain positive relations and trust across the organization and industry.
- Be accountable for Corps Staff's operating practices and expectations; not limited to but including communication, supervision, collaboration, succession, growth and field operations.

### **Organizational Advocacy**

- Aligns corps and leadership priorities with other Conservation Legacy Corps through continuous, effective communication, collaboration, and consensus building; internally and externally.
- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

**Other "Hats" You May Wear:** Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

### **Physical Requirements:**

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a*

reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

**Qualifications:**

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Bachelor's Degree in related field and 6 years experience OR 10 years of experience.

**Other Competencies Desired for this Position's Success:** Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

**To Apply:**

1. Send Cover letter and resume to (Name) [gbarille@conservationlegacy.org](mailto:gbarille@conservationlegacy.org)
2. Cover Letter Must Include:

Subject line includes "Applicant\_(Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.*