

THE INSTITUTE FOR CONSERVATION LEADERSHIP

POSITION OPENING: ***DIRECTOR OF PROGRAMS***

Applications considered on a rolling basis
Suggested deadline for application: April 30, 2007

ABOUT THE INSTITUTE

The Institute for Conservation Leadership (ICL) is a private nonprofit organization that strengthens leaders, organizations, and networks that work to protect the Earth. We use the tools of consulting, training, coaching, meeting facilitation and research to assist leaders and groups (e.g. grassroots local, state and regional nonprofits) improve their work throughout North America. We support a broad array of groups working on issues of environment, environmental justice and conservation. We currently have six staff positions in our Eastern Office in Takoma Park, Maryland (just outside of Washington, D.C.), and a staff of three in Western Office in Bozeman, Montana. ICL works with a national network of 15 consultants who contribute greatly to program delivery.

POSITION DESCRIPTION SUMMARY

ICL seeks a full-time Director of Programs, a new position designed to lead and manage a broad-based set of ICL strategic programs and initiatives that increase the leadership skill, long-term organizational effectiveness and sustainability, and cooperative work needed by individuals and organizations to help protect the environment and human health. This senior level position is being created to respond to the growth in ICL's program delivery. The Director of Programs will report directly to the Executive Director and will oversee the specific activities of the ICL's grant- and non-grant-funded initiatives by leading the Program Team and directly managing three senior staff. In this leadership role, the Director of Programs will serve as part of a three-person management team that provides the overall guidance of ICL.

RESPONSIBILITIES

Program Development and Promotion:

- Develop, lead, oversee ICL's three areas of program delivery – public programs, custom-designed services, and publications.
- Develop and implement strategies that strengthen ICL's program infrastructure, evaluation, delivery and communication across ICL staff, consultants, board members, partner organizations, and the groups and leaders ICL serves.
- Lead ICL's work to integrate effective marketing and promotion of

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ICL's offerings, in particular promoting our programs to audiences such as grassroots groups, leaders in the field, foundation partners, and our donors. Marketing efforts will feature ICL's special regional and national initiatives, intensive programs (the Executive Director Leadership Program, Shared Leadership Workshops, Leading From Within Program, and the Complete Fundraiser Program), and customized consulting, coaching and facilitation services.

- Participate in delivering ICL services (consulting, facilitation, coaching or program management) as time and demand allow.
- Identify emerging opportunities for ICL by staying abreast of relevant regional and national environmental conservation discussions, trends in the field of nonprofit management and organizational development, and other activity relevant to program work.

Program Management:

- Lead, coordinate and support an effective staff Program Team (six current staff positions) across two offices, and further integrate ICL program work with ICL administrative practices, systems and staff.
- Supervise and support monthly and yearly cycles of budgeting and reporting for grant-funded program initiatives, national program offerings, custom services, and web and hard-copy publications.
- Promote the Board of Directors' knowledge of and input into ICL program development, especially through work with the Board's Program and Marketing Committee to provide opportunities for regular thinking about, guiding and supporting program development and promotion.

QUALIFICATIONS

- Proven track record in management and leadership with diverse individuals and a broad spectrum of organizational partners
- Five to seven years management experience preferred, especially management experience in organizations doing advocacy work, nonprofit management support, and/or consulting and coaching services
 - Fluent and comfortable in the experience of project management, budget creation and tracking, and coordination of multiple timelines
 - Very strong ability to organize tasks and projects, meet goals and deadlines, work with others to prioritize tasks, and to encourage others to meet goals and deadlines.
 - Ability to inspire, create, and sustain highly functional teams, especially teams that function across geographical distance
 - Skill in and enjoyment of supervising highly motivated and independent staff
- Experience with integrated service marketing planning and targeting, design and disciplined implementation
- Excellent spoken and written communication

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- Knowledge of and experience with the field and the work of leadership development, organizational development support, facilitation of networks and coalitions, or other forms of nonprofit capacity building work or consulting
- Knowledge of and experience in the field of environmental protection, environmental justice and conservation

- Strong interpersonal communication and relationship skills
- Ability to travel with frequency
- A well-developed sense of humor
- Minimum B.A. or B.S. or equivalent training, with a masters degree or higher in related fields (organizational development, business, marketing, education) considered an additional plus

SALARY AND BENEFITS

Salary range: Commensurate with experience and expertise

Health, life and disability insurance

403(b) retirement annuity

Vacation (starting at three weeks), sick leave, and 10 paid holidays

Friendly, informal and supportive work environment

Location: Takoma Park, Maryland (Metro Red Line and bus accessible)

TO APPLY

Please send your: a) letter of interest with salary requirements, b) resume, c) writing samples, and d) references to:

Director of Programs Search
Institute for Conservation Leadership
6930 Carroll Avenue, Suite 420
Takoma Park, MD 20912
fax (301)270-0610
icl@icl.org

Please, no telephone inquiries.

The Institute for Conservation Leadership is an Equal Opportunity Employer.

People of color and women are encouraged to apply.