



## JOB OPPORTUNITY: DIRECTOR OF CONSERVATION

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San Diego Audubon Society (SDAS) is a non-profit organization working to promote the protection and appreciation of birds, other wildlife, and their habitats in and around San Diego County. We seek a highly-motivated individual with a professional background in grassroots environmental advocacy and policy, conservation science and planning, and habitat restoration to serve as our Director of Conservation. If you have both a passion for and strong experience in environmental advocacy, endangered species protection and habitat restoration, excel at engaging partners, stakeholders, and volunteers, and have excellent project management and writing skills, we want to hear from you.

### **Summary of Responsibilities**

- **Environmental policy and advocacy:** Monitor and respond to local and regional policies and projects likely to have an impact on natural resources; advocate on behalf of wildlife and their habitats with government agencies, politicians, and industry to build consensus and support for regional conservation priorities.
- **Habitat restoration and conservation planning:** In close collaboration with other conservation staff and volunteers, direct on-the-ground habitat restoration and conservation planning efforts of significant regional importance in protection of threatened and endangered species and their habitats, including the ReWild Mission Bay project ([www.rewildmissionbay.org](http://www.rewildmissionbay.org)).
- **Program development:** Direct the strategic expansion of the Conservation Program and manage a diverse portfolio of conservation projects; work collaboratively with the SDAS Executive Director and Conservation Chair to identify areas of emerging conservation concern and opportunities to meaningfully engage with partners and mobilize members on these issues throughout San Diego County.
- **Project management:** Manage complex project budgets and timelines, provide invoices to multiple funders, track performance to budget and task, and manage funder reporting requirements.

- **Staff supervision and meeting facilitation:** Supervise one full-time staff person, lead complex project teams, co-lead the Conservation Committee, and facilitate potentially sensitive meetings to convey conservation science and policy to diverse audiences.
- **Science:** Possess strong knowledge of wildlife biology, coastal habitat ecology, local Southern California flora/fauna, and maintain working knowledge of a variety of subfields related to restoration best practices (including but not limited to hydrology, invasive species control, environmental regulations/permitting, land use, and urban planning).
- **Fund development:** In collaboration with other staff, volunteers, and board members, raise funds for the Conservation Program by identifying and pursuing new and repeat grant opportunities, grant writing, and donor/foundation relations.

## Specific Responsibilities

### Environmental Policy and Advocacy (40%)

- Build the capacity of San Diego Audubon's grassroots activist network by developing training programs for volunteer Audubon Advocates, recruiting and mentoring advocates to engage with elected officials, wildlife agencies, and community members, and integrating activists into the Conservation Committee as appropriate.
- Build the capacity of the Conservation Committee by actively mentoring volunteers who are capable of and willing to follow an environmental issue, including reviewing relevant documents, formulating a strategy, and advocating for San Diego Audubon's position on the issue.
- Collaborate with the Communications and Outreach Committees to engage community members in calls to action through digital communications channels, following recommended communications guidelines consistent with SDAS messaging.
- Collaborate with the larger Audubon network (e.g. Audubon California and National Audubon's policy team) to promote state and national advocacy initiatives that are in alignment with SDAS policy positions.
- Co-lead (with the Committee Chair) the work of the Conservation Committee in conducting its business, including preparing agendas, taking minutes, identifying issues of concern, following up on action items, keeping track of issue milestones, and attending all Conservation Committee meetings (currently held the 4th Monday evening of each month).
- Prepare staff-level recommendations for conservation policy positions to the Conservation Committee and for Board action. Assure that such recommendations are based upon the best available science, the current political landscape, and financial feasibility.
- Cultivate relationships and promote SDAS policy positions to elected officials in city, county, and state government and other community leaders.

- Cultivate relationships and promote SDAS policy positions to the local media to gain coverage and ensure SDAS positions are well-known and well-understood in the wider San Diego community.
- In collaboration with conservation volunteers/committee members, represent SDAS by participating in local conservation alliances (e.g. Bay Council), environmental summits, planning workshops, one-to-one relationships with other organizations, outreach to diverse communities, and other venues as appropriate.

### **Program planning and management (30%)**

- Collaborate with the Executive Director, Conservation Chair, and Conservation Committee members to develop a portfolio of conservation policies, positions, programs, and projects that achieve the mission and vision of the organization.
- Recruit, hire, evaluate, mentor, and manage direct report(s) (currently Restoration Program Manager position) to achieve organizational goals and priorities, including developing annual goals and work plans, and conducting regular check-in meetings and annual performance appraisals.
- Manage all SDAS conservation activities including advocacy, policy formation, habitat restoration, community science, and conservation planning.
- Establish and maintain collaborative relationships with agencies, outside experts, partner organizations, and volunteers to further the objectives of the conservation program.
- Work cross-departmentally (e.g. with other departments and volunteers/committees) to ensure a holistic approach to advancing organizational conservation objectives.

### **Fund development (20%)**

- Collaborate with the Executive Director, Development and Communications Associate, and Development Committee to raise funds for conservation programs, including identifying funders, preparing grant proposals, administering grants, reporting, and other fundraising efforts.
- Manage and mentor other conservation staff in tracking earned income and expenditures, preparing invoices and reports, and communicating financial and reporting data to the SDAS Executive Director, bookkeeper, finance team, and funders.
- Anticipate long-term resource needs for the Conservation Program and work with the Executive Director, Conservation Chair, and other staff to position SDAS to be competitive for them when appropriate.

### **Outreach, communications, and other duties (10%)**

- Prepare periodic articles for publication in *Sketches* magazine, content for monthly eNews, eBlasts, and social media on national, regional, or local conservation issues, and/or updates on SDAS conservation programs and activities.

- Assist in maintaining updated web content for conservation programs and activities.
- Report regularly to the Executive Director and Conservation Chair on issues related to SDAS conservation work and goals.
- Identify opportunities in which future outreach and communication efforts might allow SDAS to better implement its conservation program such as participating in community events where we might need community support on a future environmental issue.
- Other duties as assigned by the Executive Director.

### **Desired Skills & Qualifications**

- Deep commitment and passion for the conservation of birds, other wildlife, and their habitats.
- Bachelor's degree or higher in Conservation Biology, Natural Resource Management, Regional Planning, Environmental Studies, Ornithology, Public Policy or a related field required. Masters or higher level degree is preferred.
- At least five years of direct work experience in related environmental or conservation work, preferably with a focus on natural resources, wildlife, and birds. Experience working or volunteering at a 501c3 non-profit is highly desirable.
- Proficiency in developing and implementing complex, multifaceted conservation initiatives.
- Demonstrable experience and commitment to grassroots based advocacy, volunteer engagement, and skill in reviewing and commenting on environmental documents.
- Knowledge of local, regional, and statewide conservation issues, local, state, and federal regulations intended to protect wildlife, and fields of science that relate to wildlife conservation.
- Proven record in program and project management including designing and evaluating conservation projects, supervising staff and volunteers, coordinating stakeholder groups, developing, writing, and managing grants, and raising program funds.
- Outgoing people-person with excellent oral and written communication skills.
- Confident and persuasive public speaking skills, including the ability to express conservation and science issues in an easy to understand and motivating manner.
- Very organized and able to set priorities and handle multiple tasks.
- Hard working, self-motivated, effective, and able to work in a team setting.
- Advanced proficiency with productivity software, including Microsoft Office suite.
- Typewriting speed minimum 50 WPM.
- GIS experience is a plus.
- Spanish language skills highly desirable and bicultural individuals are encouraged to apply.
- Must have a valid driver's license, excellent driving record, and reliable transportation.
- Must be able to work occasional evenings and weekends as needed to participate in conservation and development events.
- Some work activities require lifting up to 50 pounds.

### **Salary, Benefits & Terms**

This is a full-time, exempt position. Annual salary range for this position is \$45,000 to \$57,000, commensurate with experience. We are committed to providing an inclusive work environment, including flexible work schedules, family sick leave, paid health insurance, vacation leave, and SIMPLE-IRA 3% matching retirement benefit after the first calendar year of employment. Full benefit details are provided by request.

### **Equal Employment Opportunity Employer and Statement on Diversity**

San Diego Audubon Society is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, or other applicable legally protected characteristics. Candidates of color are strongly encouraged to apply. San Diego Audubon is committed to building a diverse and inclusive environment reflecting the diversity of our community in its board, staff, volunteers, and members and ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals.

### **How To Apply**

Preference is for the email submission of a cover letter and resume as a single PDF to [redfern@sandiegoaudubon.org](mailto:redfern@sandiegoaudubon.org) with "Director of Conservation" in the subject line. Applications without a cover letter will not be considered. Applications in other formats, such as Word documents, will also be accepted. No phone calls, please.

If your application cannot be submitted electronically, mailed applications or applications delivered by hand to our office are also accepted at the address below:

Chris Redfern, Executive Director  
San Diego Audubon Society  
4010 Morena Blvd, Suite 100  
San Diego, CA 92117

Applications will be reviewed on a rolling basis and the position may be filled at any time. The first review of applications will begin September 1, 2018.