



## **Program Director**

### **General Description**

Save the Dunes Conservation Fund, Inc. (known as "Save the Dunes") is a non-profit conservation organization located in Michigan City, Indiana serving Northwest Indiana. At 67-years old, we have a reputation of being the defender and protector of the Indiana dunes and Indiana's Lake Michigan. Our team is seeking a motivated, versatile, and experienced individual for the full-time position of Program Director. Save the Dunes' Program Director is responsible for the delivery and overall success of Save the Dunes projects in the areas of advocacy, conservation & restoration, and outreach & education. Working closely with the Executive Director, the Program Director will supervise Project Coordinators, inform the Executive Director of progress and performance, and ensure the delivery of quality programming. Additionally, it is expected that the Program Director will also manage several projects independently, ensuring their effective design, adequate funding, and implementation. Overall, it is anticipated that the Program Director will spend approximately 40% of his/her time on managing the overall program and its staff, and 60% of his/her time on the design and execution of meaningful projects that advance Save the Dunes' mission.

### **Leadership & Management Responsibilities**

- Assume a leadership role within the regional community, proactively managing and developing community relations including diverse partnerships with land managing organizations/agencies, government departments, non-profits, universities and the private sector.
- Identify and develop annual objectives with the Executive Director to sustain and enhance the outcomes of Save the Dunes' mission.
- Develop projects and identify sources of funding.
- Supervise program staff and assign projects as appropriate for their efficient and effective delivery.
- Maintain a comprehensive project portfolio for both active and inactive projects.
- Prepare an annual program budget with the Executive Director.
- Prepare and deliver staff trainings as needed.
- Consistently maintain status reports on all projects to ensure progression of schedule within budget and defined quality standards.
- Represent Save the Dunes and local, regional, and National meetings and/or conferences, as well as press and media events.

### **Project Management Responsibilities**

- Lead and track a variety of dune-related projects that include restoration, stewardship, advocacy, policy, landscape-level conservation planning, and more.
- Develop and maintain project partner relationships with an aim toward leveraging new project opportunities.
- Grant coordination, development, writing, and reporting.

- Lead and facilitate partnership meetings and workshops.
- Provide clear, persuasive and informed responses to project inquiries or challenges.
- Write and develop outreach and promotional materials for social media, website, and press.
- Assist with fundraising efforts including planning events and building donor relationships.
- Coordinate meetings, field days, workshops, and other events.
- Maintain precise records of activities, time, expenses, receipts, and invoices by project.
- Assist with other projects as assigned by the Executive Director.

### **Skills and Requirements**

- Minimum of 3 years of the following:
  - Leadership experience in non-profit organization operations;
  - Grant writing and management experience;
  - Supervisory experience;
  - Professional experience working in multidisciplinary environments.
- Bachelor's degree or higher preferred.
- Background in biology, conservation, advocacy, policy, environmental science, natural resource management, project management, or a related field.
- Flexibility, adaptability and capacity to work in a fluid, changing, and challenging work environment.
- The ability to interact credibly and diplomatically with other staff, the Board of Directors, partners, and the external community – tailoring communication effectively for different groups and stakeholders.
- Proven track-record of successful project implementation and completion.
- Strong organizational, administrative and record-keeping skills.
- Strong interpersonal abilities and conflict resolution skills.
- Demonstrated ability to develop and manage an annual and project specific budgets.
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database. GIS experience preferred.
- Candidate must be comfortable speaking in public and participating in media events.

### **Of Note**

- May walk long distances or stand for sustained periods of time.
- Ascends and descends stairs daily.
- Some work may involve exposure to outdoor elements, carrying heavy equipment, and moving in varied outdoor terrain.
- Occasional evening and weekend work will be required.
- Valid driver's license required.
- Must own or have regular access to a vehicle.
- Strong preference for resident of Northwest Indiana, or must be willing to relocate to the area.

### **Compensation**

- Salary \$50,000 - \$57,000 DOE.
- Health benefits provided upon the first day of employment; simple IRA benefits available after 90 day review.

**Equal Employment Opportunity**

- In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Save the Dunes will be based on merit, qualifications, and abilities. Save the Dunes does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law.
- Save the Dunes participates in the E-Verify Program, an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States.

**Email resume and letter of interest no later than Sunday, June 23, 2019 at 11:59pm Central Time to: [Amber@savedunes.org](mailto:Amber@savedunes.org).**

Please use the subject line "Program Director Application."