POSITION: Director – Conservation Legacy

LOCATION: San Antonio, Texas

General Description:

This position is responsible for providing strategic leadership for Texas Wildlife Association’s Conservation Legacy (CL) Program by working with staff, advisory committees, and partners to establish long-range goals, strategies, plans, and policies. S/he has knowledge of the education field, as well as wildlife and natural resources. The goal of the CL Program is to create formal and non-formal education opportunities that promote the critical value of wildlife and natural resources to the citizens of Texas. The CL Director will ensure high quality programming through development of curriculum, implementation of programs, fostering partnerships with formal and non-formal education entities, and educational advocacy promoting wildlife and natural resources.

Essential Duties and Responsibilities:

- Ensures ongoing programmatic excellence through rigorous program evaluation, financial control, administration, fundraising, communication, and systems.

- Develops new and innovative programs of educational excellence using formal and non-formal education venues to reach new audiences related to wildlife and natural resources.

- Spearheads the development, communication, and implementation of effective growth strategies and processes, while motivating the staff of the Conservation Legacy to achieve and surpass business goals and objectives.

- Supervises, interviews, hires, and trains all CL staff (and/or oversees delegated training); plans, assigns, and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems.

- Works with the TWA CEO on monthly Executive Committee agendas; participates in meetings and teleconferences and presents information to Executive Committee on CL activities.

- Works with TWA CEO and Director of Finance on CL budget; approves all CL staff expenses.

- Works as a member of the TWA Management Team to evaluate association-wide activities and staff matters.

- Actively engages and energizes CL volunteers, partners, and TWA members.

- Provides leadership and management to ensure that the mission and core values of TWA are put into practice in a success-oriented, accountable environment.

- Maintains effective written policies and systems to track progress, and measure successes that can be effectively communicated to the TWA Board, TWAF funders/donors, and other constituents.
• Works to expand revenue-generating and fundraising activities to support existing program operations and planned growth.

• Deepens, refines, and oversees all aspects of communications—from web presence to external relations—with the goal of creating a stronger brand.

• TWA expects all of its employees to be customer-service oriented and to work collaboratively, cooperatively and pleasantly with other TWA employees, with TWA members, with all other volunteers, and with the general public.

Qualifications

The Director of Conservation Legacy will be thoroughly committed to TWA’s mission and should have proven leadership, supervision, and relationship management experience. Concrete demonstrable experience and other qualifications include:

Required Education and/or Experience
1. Bachelor’s Degree in Education or Management, plus at least three years’ experience preparing educational programs, managing a non-profit organization or business, and managing volunteers; or

2. Any equivalent combination of education and experience which produces the required knowledge, skills and abilities.

3. Proven experience in a supervisory capacity.

Preferred Education and/or Experience
1. Prefer work experience and/or education in wildlife management, conservation-related studies or work, or work in a similar focus area.

2. Prefer a Texas Teachers Certification and/or school administration experience.

Knowledge, Skills, and Abilities:
• Unwavering commitment to quality programs and data-driven program evaluation.

• Understanding of Texas public education systems, including curriculum adoption, regional service centers, and legislation related to assessments and endorsements.

• Skilled in instructional methods and training techniques, including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles.

• Excellence in organizational management with the ability to inspire and motivate others to perform well by coaching, managing, and developing high-performance teams, set and achieve strategic objectives, and develop and manage a budget.

• Ability to work with a board of directors and cultivate positive existing board member relationships, or experience working with management teams.

• Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
• Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
• Ability to work effectively in collaboration with diverse groups of people.
• Exceptional problem-solving skills, including the ability to identify and resolve problems in a timely manner and gather and analyze information skillfully.
• Effective delegation of work assignments, giving authority to work independently, setting expectations, and monitoring delegated activities.
• Passion, idealism, integrity, positive attitude, mission-driven, and self-directed individual.
• Ability to use Microsoft Word, Excel, Publisher, and PowerPoint effectively.
• Ability to effectively utilize social media as a means of supporting outreach efforts.

Time Commitment:

This is a full-time position. Days and hours of work are not specifically established. The employee is expected to provide an average of at least 2,080 hours per year to the TWA. This position requires travel on frequent basis, including weeknights and weekends.

Compensation:

Salary will be commensurate with experience and include traditional employment benefits.

Closing:

This position will remain open until filled.

Contact Information:

Please mail or email a cover letter, resume, and letters of reference to:

Texas Wildlife Association
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