



1137 N Dodge Blvd
Tucson, AZ 85716
www.watershedmg.org

About the Organization

At Watershed Management Group (WMG), we envision a world where the relationship between the Sonoran Desert and its people creates prosperity for all. This includes all people, plants, animals, land, and waters of the United States, Mexico, and Native American nations found in the Sonoran Desert. Our mission is to develop and implement community-based solutions to ensure the long-term prosperity of people and health of the environment. We provide people with the knowledge, skills, and resources for sustainable livelihoods.

At the core of our work is the value and practice of diversity, equity, and inclusion with the goal of advancing care for people and the environment. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.

Job Title: Community Conservation Program Director

Supervisor: Sr. Program Director

Start Date: February 2023 or when position filled

Location: Tucson, AZ with some work in Phoenix, AZ

Hours: Full time salary position with benefits, either 36-40 hours or 30-34 hours

Pay: \$58,000 - \$68,000, annual salary based on 36 – 45 hrs/week, (reduced hour's annual salary: \$48,000 - \$56,000 based on 30-36/hrs week)

Benefits: Full benefits including paid time off, Simple IRA matching retirement fund, and health care coverage, alternative transportation benefits

Job Description: The Community Conservation Program Director is responsible for oversight and development of WMG's community conservation programs and services, with an emphasis on working with underserved neighborhoods, limited income households, and diverse community members, including Latinx, Indigenous, and People of Color communities. The Community Conservation Program includes: community-based green stormwater infrastructure projects; environmental stewardship education programs with K-12 schools and adults; professional trainings including the week-long Water Harvesting Design Certification; and consulting services to residential and commercial clients. The Director will be responsible for generating program revenue through grant development, business sponsorship, fee-based services, and donor cultivation. They will ensure the overall health and effectiveness of programs through staff management, budgeting, program evaluation, strategic planning, and funding and partnership development.

The Director will further our goal of building community-based stewardship through life-long learning opportunities that focus on experiential, iterative learning fostering a culture of reciprocal, ongoing relationships with the environment.

Routine Duties and Responsibilities:

- General Programmatic:
 - Work with program staff to establish and achieve Diversity, Equity, and Inclusion (DEI) goals and metrics for program services based on strategic organizational planning;
 - Direct supervision of 3-5 program staff;
 - Cultivate and manage staff team to ensure team has resources (training, tools, etc.) needed to successfully accomplish program goals;
 - Develop strategic initiatives, partnerships, funding opportunities and annual budget, manage programmatic planning, and coordinate WMG staff team with outreach, projects, and planning; review program performance
 - Participate in organization culture work either through the staff Leadership Team, DEI committee, and/or staff retreat committee.
 - Develop, manage, and administer government and foundation grants and reporting
 - Write and submit grants to fund program work, including developing grant concepts and forming strategic partnerships;
 - Manage staff team to track metrics, draft and submit reports, and ensure project deliverables are met;
 - Track expenses and manage grant project financial reporting;
- Community Projects & Consultations Program oversight:
 - Coordinate and manage staff team to track and report on metrics and to successfully accomplish program goals;
 - Develop program budget, review program performance based on financial and project goals established;
 - Maintain organizational current standing with Arizona Registrar of Contractors;
- Water Harvesting Design Certification and Technical Training Program oversight:
 - Work with program staff to refine and update course curriculum;
 - Evaluate course curriculum and program impact;
 - Develop plan with staff team to scale up trainings, streamline logistics, market courses and conduct strategic outreach for participant recruitment;
 - Ensure programmatic and financial goals are achieved;
- Phoenix Program oversight:
 - Support staff team to deliver and accomplish grant partnership and fee-based educational service objectives;
 - Review program performance based on financial, educational, and project goals established;
 - Support ongoing and cultivation of new strategic partnerships;
- Development:
 - Assist with annual fundraising campaigns through personal donor cultivation and participating in fundraising events, phone calls, and letter writing
 - Cultivate new revenue through business sponsorships and family foundations

Job Requirements

- Interest and support of WMG's mission and vision
- 5+ years of experience in program management – including budget development, grants management, staff management, and program evaluation

- 3+ years of experience in supervising staff, including hiring, onboarding, mentoring, handling grievances and conflict resolution, and performance evaluation.
- 3+ years of experience in program development—including strategic planning, partnership development, revenue planning and generation
- 2+ years of experience in grant administration and management, including writing and securing grants, ensuring grant deliverables, managing grant budgets, and creating grant reports and reimbursements.
- 2+ years of experience in environmental education, community engagement, and/or natural resources
- Excellent communication and technical writing skills
- Punctuality, excellent organizational skills, and attention to detail
- Ability to work independently and in team settings in demanding work environment
- Ability to work evening and weekend hours as needed
- Meeting facilitation and conflict resolution training
- Knowledge of MS Excel, Word, and PowerPoint, Google-based applications (Docs/Sheets/Slides)

Preferred Experience

- Experience using customer relations management program, such as CiviCRM, and website content management, such as Drupal
- College degree and advanced degree in environment, natural resources, ecology, business, or related field
- Fluent Spanish speaker

Application:

Applicants must provide:

- a 1 page cover letter (statement of interest), including a brief statement of your philosophy and commitment to community conservation and DEI work
- a 1-2 page resume or list of previous work experience
- phone and email contact for 3 references (at least two professional)

Send to:

Catlow Shipek

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