

Job Title:	Conservation Program Manager
Reports to:	Executive Director
Classification:	Regular, exempt full-time (40hr/week)
Compensation:	\$32,600 - \$35,000 annual salary
Benefits:	Health, vision and dental insurance. SIMPLE IRA plan. Paid holidays, vacation and sick leave.
Schedule:	Flexible, ability to work from home and in the office. Some evening or weekends required.

Job Description

The Open Space Council is a nonprofit organization that works independently and collaboratively to conserve and sustain land, water and other natural resources throughout the St. Louis region. We are currently seeking a Conservation Program Manager to advance the organization's mission throughout our region. The Conservation Program Manager is responsible for overseeing the achievement of larger organizational goals. She/he will coordinate efforts between different projects and will lead the overall volunteer-based river clean-up program areas of Operation Clean Stream and Trash Bash and our biodiversity restoration program areas of Operation Wild Lands and the Community Stewardship Alliance, with strong attention to strategy, implementation, execution and delegation.

Objectives of this role

- Strategize, implement, and maintain program initiatives that adhere to organizational goals
- Develop program assessment protocols for evaluation and improvement
- Maintain organizational standards of satisfaction, quality, and performance
- Oversee project teams, ensuring program goals are reached
- Manage budget and funding channels to ensure program sustainability

Responsibilities

- Work closely with Executive Director and other project partners to plan and develop scope, deliverables, required resources, work plan, budget, and timing for new initiatives
- Provide donor research, grant writing and fund acquisition support specific to each program area
- Manage project teams for optimal return-on-investment, and coordinate and delegate cross-project initiatives
- Identify key requirements needed from staff and external partners
- Develop and manage budget for discrete projects and be accountable for delivering against established organizational goals/objectives
- Work with Executive Director to identify risks and opportunities across multiple projects within the organization
- Analyze, evaluate, and overcome program risks, and produce program reports for management and stakeholders
- Coordinate planning, research, execution and evaluation of assigned programs and projects
 - Secure tools and necessary supplies, rentals, facilities for events and prepare work sites for events

- Manage volunteer recruitment for events and document and store waivers and contact information
- Oversee volunteer registration pages
- Organize and manage onsite volunteer events associated with each program area
- Set and achieve targets to grow the volunteer base for each program area
- Manage interns, volunteers and staff as necessary

Skills and Qualifications

- Bachelor's degree and at least 2 years related work experience
- Confident communicator and outstanding interpersonal skills. High degree of problem-solving abilities.
- Self-motivated, self-starter and a team player with a positive and professional approach to management
- Superior project, time and organizational management skills
- Have a strong public presence – articulate, optimistic and energetic with the ability to motivate and inspire people at all levels
- Flexibility with changes in task and priorities along with using sound judgment
- Able to multitask and manage multiple projects while meeting deadlines
- Wide degree of creativity and attention to detail
- Strong knowledge and understanding of biodiversity restoration and conservation principles
- Demonstrated experience with volunteer recruitment, retention and management
- GIS experience preferred, but not required
- Desire to learn and grow professionally in the field of non-profit
- Passion for the Open Space Council's mission and making a difference. Love for conservation and a demonstrated commitment to protecting natural resources is a plus!

To apply, send cover letter and resume by April 23, 2021 to: Bonnie Harper, Executive Director, by e-mail at bonnie@openspacestl.org