



Title:	Conservation Director
Reports to:	Executive Director
Classification:	Full-time, exempt, 40 hrs/week
Working Schedule:	Flexible options
Application Deadline:	Open until filled

POSITION DESCRIPTION

The **Conservation Director** is responsible for leading all conservation efforts at Grass River Natural Area, Inc. (GRNA). She/he/they will be responsible for ensuring the 1,492 acres of the natural area remain protected and healthy through annual monitoring programs, adherence to the Natural Resource Management Plan, maintaining community relationships, and in collaboration with the Education Director, developing and leading educational programming around the conservation work at GRNA. She/he/they will also coordinate and manage the GRNA Volunteer program process from application through placement within the organization. A strong commitment to the GRNA mission is required. The ideal candidate for this position will possess strong organizational skills, a proven history of effective leadership, and the ability to work as part of a team. This is a full-time, non-exempt position with flexible schedule options.

RESPONSIBILITIES

Land Management/Conservation (75%):

- Oversee all GRNA's monitoring projects (parcel, stream, wildlife, etc.)
- Manage GRNA's biological data
- Chair the Land Management Committee
- Work with Land and Facilities Steward to oversee coordination of conservation volunteers and projects
- Coordinate and conduct Land Management initiatives aligned with the goals of the GRNA Natural Resource Management Plan
- Maintain GIS data as it pertains to GRNA
- Coordinate outside researchers to conduct projects at GRNA
- Lead Grass River Connects initiative

Volunteer Program (25%):

- Manage and oversee volunteer program to ensure consistency, professionalism, and effectiveness
- Recruit and orient new volunteers
- Work with GRNA staff to effectively place each new volunteer in a role that best suits their skills and interests
- Maintain records and reports on volunteer activity
- Manage communication with volunteers through electronic and personal connection
- Organize volunteer appreciation events

STANDARDS OF PERFORMANCE

- Maintain exceptional customer service and a positive attitude in high-pressure situations
- Written communication is clear, concise, professional, and free from error
- Work is continually checked for accuracy and completeness
- Must have strong organizational and time management skills, attention to details, and the ability to work well with individuals with different backgrounds and interests
- A willingness to work under the GRNA, Inc. core values, which include: Inclusivity, Professionalism, Integrity, Sustainability, Welcoming, Accessibility, Appreciation, and Science-based

KNOWLEDGE & EXPERIENCE

- A minimum of 2 years of experience in a conservation-related position
- Experience managing a complex project from inception through completion
- Previous experience in using ecological data to inform land management decisions
- Strong sense of the importance of data integrity and adhering to standardized survey methods
- Relationship building experience to work closely with a variety of collaborators, i.e. other nonprofits, agencies, local government, landowners, etc.
- Experience with Esri (GIS) software
- Experience with grant writing, management, and reporting a plus
- Volunteer coordination experience a plus

COMPENSATION:

The Conservation Director is a full-time, non-exempt position with an annual salary of \$36,000-\$39,000 commensurate with background and experience. Other benefits include a flexible working schedule, annual paid time off, and employee discount on programs and at the gift shop.

TO APPLY:

Email cover letter, resume, and contact information for three professional references in one (1) PDF document to: Jenn Wright, *Executive Director* - jenn@grassriver.org.