



## **Job Opportunity**

### **Associate Director**

The Vermont Center for Ecostudies (VCE) is one of the preeminent wildlife conservation organizations in New England, striving to advance the conservation of wildlife through research, monitoring, and community engagement. We are seeking our next Associate Director to work alongside our Executive Director to lead VCE in the next phase of our organization's growth and success, following the retirement of our founding Director.

Located across the river from Dartmouth College in the vibrant community of White River Junction, our staff is committed to creating a [workplace culture that respects and celebrates diversity](#), and values the wellbeing of all employees. We accomplish this by offering flexibility within the workday to help foster a healthy work-life balance.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender identity, national origin, disability, or protected veteran status. We are committed to achieving an anti-racist, non-discriminatory, and inclusive working environment, and we wish to connect with a diverse pool of candidates in this search.

### **Description**

The VCE Associate Director (AD) has both internal- and external-facing responsibilities. Within the organization, the AD is responsible for overseeing implementation of VCE's strategic plan, including long-range budget projections and staffing models. The AD partners closely with the ED to chart VCE's future growth and strategic priorities, and plays a key leadership role in the periodic revision and/or refreshing of the strategic plan, as well as translating it to a business plan. The AD must have a big-picture understanding of VCE's operations to ensure that all facets of the organization communicate and work together toward shared goals. The AD supervises Directors of Development, Communications, Science, and the Business Manager, meeting regularly with this group and the ED as VCE's leadership team. The AD serves as de facto Director of Operations in addition to its strategic and overall leadership role. External-facing responsibilities include playing a key role in donor stewardship, along with the ED and Director of Development, managing a small portfolio of supporters, acknowledging gifts, and participating in development events and visits. The AD capably represents VCE both internally and externally.

### **Responsibilities**

Strategy, Organizational Growth and Leadership:

- Partner with ED in essential internal leadership activities (human resources, administration, and strategic planning) and in pursuing new initiatives.
- Develop processes and protocols and adopt best practices that will help VCE grow sustainably and function at a high level. Develop and improve internal systems with an eye toward future needs and budget realities. Implement these processes with inclusivity

and humanity. Build trust and cultivate staff buy-in and investment in organization-wide issues, and develop and support high-functioning teams. Prioritize communication and collaboration and keep employee well-being at the fore.

- Manage growing segments of DEI work, informational technology, human resources (recruiting, evaluation, professional development, benefits, and employee well-being)
- Lead staff with transparency and sensitivity. Provide thoughtful mentoring and coaching to supervisees and others. Be approachable and receptive to feedback, questions, and requests for help or guidance.
- Supervise Directors of Science, Communications, Development, and Operations (currently the Business Manager). Along with this group and the ED, meet regularly as the Leadership Team.
- Staff board finance, development, and science & conservation committees.
- Represent VCE in public and serve as the organizational leader in the ED's absence or as needed.

#### Business Management and Human Relations:

- Supervise operations. Develop annual and long-range budgets and monitor and report on monthly progress against those budgets. Oversee employee benefits programs, VCE insurance, and facilities.
- Lead the creation and implementation of systems and processes to improve operational efficiency and effectiveness, such as formalizing job descriptions and pay scales, annual work plans and evaluations, and VCE committees.
- Guide and ensure progress in VCE's work on Diversity, Equity, and Inclusion by working with expert consultant(s), staff, and board.

#### Development and Fund Recruitment:

- Be an articulate, effective spokesperson, both in oral and written communications, in sharing VCE's work internally and externally.
- With the ED, serve a key role in donor stewardship. Be an exceptional relationship builder, communicating regularly with major donors and participating in development events and visits as appropriate.
- Participate in and/or lead occasional VCE events from start to finish, including follow-up.
- Share in disseminating, reporting and communicating knowledge of VCE's programs and finances to donors and other stakeholders.
- As time allows, participate in grant writing and other efforts to expand and diversify VCE's funding sources.

#### **Qualifications**

- 5+ successful years in a management position in a nonprofit organization, foundation, government agency, or other relevant entity.
- Solid background in conservation or conservation science, with the aptitude to rapidly get up to speed on VCE's science and to communicate it clearly, concisely, and engagingly, in both written and oral form.

- Track record of excellence, garnering respect, building trust, and successfully leading. Thoughtful and humane leadership traits and outstanding interpersonal skills.
- Passion for VCE's mission and impact.
- Success in roles requiring execution of multiple tasks while responding to multiple priorities with an eye on the big picture.
- Proven ability to work with efficiency, flexibility, and good humor.
- Demonstrated ability to build and steward relationships with a wide array of people – junior and senior, for-profit and nonprofit, and from diverse backgrounds.
- Tactful and diplomatic.
- Self-starter, self-disciplined
- Spark, imagination, and creativity. Open to and able and willing to integrate others' ideas, and to accept constructive feedback.
- Ability to remain focused in the face of pressure, adhere to timelines.

**Supervisor:** Executive Director

**Terms:** This is a full-time (40 hrs/week), exempt, benefits-eligible position that begins September 1 (negotiable start date). Benefits include paid time off, health and dental insurance, and a 403(b) retirement plan. The position will report to the Executive Director. This position works out of our White River Junction office; some remote work each week is possible. The pay scale for this position is commensurate with experience and begins at \$80,000 per year.

**Application Procedure**

Please send a cover letter and resume as PDF attachments via email to Susan Hindinger (shindinger@vtecostudies.org). Applications will be accepted on a rolling basis through July 16, 2022.