



## POSITION ANNOUNCEMENT Program Director

Our mission is simple: to bring Oregonians together to improve our environment and build a legacy of stewardship.

In 2019, SOLVE turned 50 and we have a lot to celebrate. A half-century of bringing people together, from all walks of life and every corner of the state. Of getting people out and answering the call. Cleaning up our beaches, parks, neighborhoods and natural spaces. Reaching out, digging in and picking up. By restoring vitality, planting new beginnings and keeping invaders at bay. Developing diverse relationships. By partnering, collaborating and engaging. Honoring the pioneers of our past and building on their legacy. Together. With an unstoppable force of volunteers, 30,000 strong and 100 percent committed. We are individuals, businesses, neighbors, families and friends. These are our communities. Our unique places. Our rivers and streams, lakes and mountains, land and sea. Our pride and joy. It's in our nature to protect it for generations to come. Together, we are *taking care of Oregon*.

**AN OPPORTUNITY TO EXCEL:** SOLVE is seeking a highly motivated, strategic Program Director with a proven track record of successfully managing large-scale, statewide environmental programs to join our dedicated, high functioning team. Leading the program activities of the organization, the ideal candidate will excel in both internal management and external engagement. They will thrive in a small shop and contribute to a collaborative, productive and harmonious work environment. With an emphasis on equity, the Program Director has the primary responsibility for developing and implementing strategies to engage a growing number of diverse Oregonians in opportunities to improve natural spaces, local communities, and our environment. Ideal candidates will be creative, autonomous, motivating, forward-thinking, culturally competent and have a solid background in program and team management.

**TITLE:** Program Director

**REPORTS TO:** Chief Executive Officer

**SUPERVISES:** Two Program Managers, Program Coordinator, and Program Assistant

**SALARY:** \$65,000 based on experience

**BENEFITS:** Comprehensive benefits package, including medical, dental, and vacation

**COMMITMENT:** Full-time (40 hours per week). Flexible schedule. Some nights/weekends as needed

**TO APPLY:** Submit your cover letter and resume in one PDF attachment via email to Kris Carico at kris@solveoregon.org. No phone calls please.

### **DESCRIPTION OF DUTIES**

#### **Program Oversight (50%)**

- Ensure program success and alignment with mission, vision, goals, and strategies
- Work with Program Staff to establish and meet program goals and measurable outcomes
- Work with Program Staff to assure accurate and reportable data tracking
- Develop benchmarks and metrics related to the strategic plan that help advance diversity, equity, and inclusion in our programs
- Build relationships and an engagement strategy with Black, Indigenous and People of Color (BIPOC) and traditionally underserved populations
- Coordinate, manage and track programs as relates to:
  - Property owner/manager relations and permissions

- Event coordinator relations, activities and trainings
- Site plans
- Sponsor relations and involvement
- Outreach and media relations
- Placement and coordination of volunteers at project sites
- Support delivery and distribution of supplies
- Arrange for services needed at program sites
- Provide advanced data management
- Maintain and analyze data through the Salesforce CRM

### **Staff Management (30%)**

- Motivate and manage a team of five mission-focused and dedicated staff
- Mentor and engage staff to produce high-quality environmental programs
- Oversee and support efforts of all program staff to ensure that programs are in alignment with strategic plan, with a particular emphasis on achieving equity goals

### **Financial Management (10%)**

- Create and monitor statewide program budgets
- Track and approve expenses to ensure budget goals are met

### **Team Collaboration (10%)**

- Support the CEO in maintaining relationships with statewide partners
- Participate in fundraising activities, including grant writing and contract negotiations, as needed
- Identify and cultivate prospective donors among SOLVE Program contacts and solicit in-kind donations for SOLVE Programs
- Work with Development Staff to deliver necessary supporting materials for funding and proof-of-performance reports
- Attend and present status reports to Board members at Executive Committee, Board and Program Committee meetings.
- Attend internal Leadership Team meetings

### **QUALITIES AND QUALIFICATIONS**

- Minimum four years progressive experience managing a successful program team
- Commitment to working with BIPOC and traditionally underserved populations
- Nonprofit experience
- Big picture thinker with experience creating and managing programs that engage diverse volunteers and appeal to funders
- Solid record of achieving revenue goals and building a pipeline of financially beneficial relationships
- Self-starter exhibiting sound judgement, decision-making and creative problem-solving acumen
- Ability to juggle multiple priorities and achieve ambitious goals in a fast-paced small shop
- Proven track record developing and executing successful environmental stewardship programs, corporate proposals, annual campaigns, events and multi-year funding proposals
- Capacity to engage authentically with the public and connect the dots between the state's environmental needs and SOLVE's mission
- Excellent written and verbal communicator with the ability to professionally represent the organization in diverse public settings and facilitate productive internal and external communications
- Knowledge of research and targeted marketing strategies to reach a variety of constituents
- Experience managing staff and contractors, and working respectfully with volunteers
- Natural collaborator with the innate ability to know when to lead and when to support

- Comfortable operating independently and as part of a team in a casual yet dynamic work environment

**Successful candidates will:**

- Possess personal qualities of integrity, credibility, and resourcefulness to SOLVE's mission
- Enthusiastically embrace working in a collaborative environment with many moving parts
- Demonstrates passion for the mission while maintaining a strong bias for action and accountability
- Understand the geography of Oregon and engage in its preservation
- Be willing to volunteer, participate and engage in the work of SOLVE
- Be able to lift 30 pounds
- Have a valid Oregon Driver's License