



**CHIEF PROGRAM OFFICER
JOB DESCRIPTION SUMMARY
REPORTS TO: PRESIDENT & CEO
FEBRUARY 2015**

I. BASIC FUNCTION OR PURPOSE OF THE POSITION:

The Chief Program Officer (CPO) directs all aspects of land protection, stewardship and restoration, park support, and science, education and interpretation for the Save the Redwoods League, implementing strategies, plans and policies set forth by the President and CEO and approved by the League's board of directors. In consultation with the President and CEO, the CPO establishes overall programmatic priorities for conservation programs and develops and implements strategies and plans for accomplishing them, including developing project and program budgets, designing funding plans, collaborating in securing public funding and with Development in private fundraising. The CPO supports the President & CEO's staffing of the League's Board of Directors on matters relating to the League's programmatic objectives and engages with program related committees and task forces as appropriate.

Leading a conservation programs department (currently 9 staff members), the Chief Program Officer is responsible for the success of individual and team performance to reach quarterly and annual conservation goals.

II. ESSENTIAL FUNCTIONS:

Conservation Programs

- Works with the President and CEO to set the strategic direction and conservation priorities that position the League as the leading conservation partner in the redwood region. Serves as the lead strategic partner with the President and CEO in the development and "operationalizing" of the Conservation Initiatives of the Centennial Vision.
- Responsible for directing all League real estate transactions, together with management of local, state and national parks support projects and stewardship of League-owned conservation easements and fee tracts, including acquisition, funding solicitations, transfer of lands to public agencies and land trust partners; compliance monitoring of conservation easements; operations and risk management of fee-owned tracts; and selection, planning, funding and implementation of Save the Redwoods League's conservation and restoration initiatives.
- Directs the selection, planning and implementation of League, local, state and national redwood park improvement and sustainability projects in partnership with park personnel and state park district superintendents and national park managers.
- Manages and documents conservation program results to demonstrate their compliance with League plans, policies and procedures, with Land Trust Alliance and California Council of Land Trust standards and procedures and with other external (donor/legal/financial) requirements.
- Oversees the Director of Science's management of Save the Redwoods League's science and education programs, including research, education and interpretation, and conservation planning which support and advance the organization's conservation and restoration objectives. Collaborate with the Director of Science to adopt science-based land management, stewardship, and restoration strategies for League land projects and to enhance the League's position as a conservation leader in the redwood region.
- Works with the Director of Science on the development, implementation, and ongoing maintenance/adaptation of the League's updated Master Plan for the Redwoods (Vibrant Redwood Forests Plan), which will establish conservation, restoration, and park support priorities throughout the redwoods.

Management

- Under the direction of the President & CEO, the Chief Program Officer recruits, develops, coaches, inspires, motivates, and empowers a strong conservation programs team, providing direction and input individually for each direct report, as well as integrating and synthesizing the efforts of this programmatically diverse team. Coordinates effective communication among all team members and between the team and other League staff.
- Leads and manages the programs staff to ensure that all Save the Redwoods League programmatic efforts are highly efficient, effective, ethical, and well leveraged.
- Leads and manages the development of the department's annual plan and expense budget in collaboration with the CEO and the COO/CFO; oversees all elements of program delivery to ensure that plan and budget goals are met.
- Oversees and coordinates collaboration between front line conservation staff and the League's internal legal counsel on conservation programs-related projects.

Leadership

- As a key member of the League senior management team, plays a lead role in coordinating and integrating program plans, activities, budget and resource needs with organization-wide capacities and functions and in meeting League goals.
- Collaborates with and supports the League's work to develop and implement government relations, public policy, and public funding strategies in support of the League's conservation efforts. Includes partnering with appropriate staff to seek out and develop public funding sources to support the programmatic work.
- Supports the development department in securing private funding for the organization and its conservation initiatives; assists in grant preparation and review and major donor cultivation and solicitation.
- Engages Legal and Finance departments at key points on major transactions/initiatives
- Supports the Outreach department in raising awareness about the League, the League's strategic goals, specific conservation projects and general conservation issues through the media and publications and written materials for League membership and other target audiences.

III. QUALIFICATIONS:

- Masters degree in a related field, JD or MBA or equivalent experience desirable.
- 10 years of conservation real estate acquisition and project management experience desirable and/or 10 years of experience in complex real property transactions and in some or all of the following: timber land use and management issues; forest economics, conservation tools such as multi-party land acquisitions, conservation easements, conservation restoration and stewardship; business operations and compliance; government and non-government contracting and grant making; government and legislative relations; and conservation planning.
- Strong and proven track record of achieving results; well-organized, collaborative, and self-directed, a team player and politically savvy.
- Strong supervisory and team management experience, including ability to motivate, lead, set objectives, and manage performance of an experienced multi-disciplinary team.
- Excellent written and oral communication skills. Fine public speaking and presentation skills.
- Extensive experience managing land acquisition, management and restoration teams, including demonstrated ability to independently initiate structure, negotiate and manage and close complex, high profile and sensitive transactions, forest and park management projects.
- Demonstrated ability to design, implement and direct complex and diverse projects, encompassing multiple programs and coordinating the work of other professionals inside and outside the organization, and incorporating cross-disciplinary knowledge to support program objectives.

- Understanding of California local, state and federal regulations, policies, and programs that affect the League's conservation work, including LWCF, WCB, Water Bond, Cap and Trade, forest practice rules, ESA, CESA, CEQA, and NEPA, desirable.
- Familiarity with or demonstrated ability to quickly learn about the redwood region flora, fauna, ecosystems, geography, culture, socio-economics, academic communities, conservation partners and political and government institutions.
- Knowledge of current trends in land conservation and natural resource preservation; experience and proven ability in applying this knowledge to set and achieve land conservation priorities. Familiarity with conservation planning strategies and project design concepts.
- Business experience developing, directing and managing multiple projects and budgets and implementing strategic program goals.
- Ability to foster an environment of creativity and professional growth; commitment to working collegially with staff, conservation groups, and governmental organizations in a professional and diplomatic manner.
- Flexibility, optimism, good humor, passion for the redwoods.
- Demonstrated experience in MS Office, Word, and Excel. Ability to manipulate, analyze and interpret data.

IV. SUPERVISORY RESPONSIBILITIES

Direct:

- Director of Science
- Land Project Manager (2)
- Land Project & Stewardship Manager
- Conservation Programs Assistant

Indirect:

- Conservation Science Manager
- Education & Interpretation Manager
- Land Project & Stewardship Associate

V. WORKING CONDITIONS/PHYSICAL EFFORT:

- Frequent travel throughout the redwood region, predominantly within California. Some occasional out of state travel.
- Valid driver's license and safe driving record.
- Some evening and weekend responsibilities.
- Actively utilizes computers, telephones and other office equipment.
- Frequently moves about the office to collaborate with colleagues.
- Frequently required to hike through forest land while working off-site, including walking on uneven ground, climbing over obstacles, and accessing remote locations.
- Regularly sits at a desk or computer workstation.
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds.