



Public Lands Program Manager-Director Job Description

Position Description: Conserve Southwest Utah (CSU) is seeking a high energy candidate with excellent communication skills and an interest in conservation for the position of Public Lands Conservation Program Manager/Director. This position has overall operational responsibility for the public lands program and its associated volunteer friends' group, the Southwest Utah National Conservation Lands Friends (SUNCLF). It is a full-time exempt position, although the organization can be flexible in response to the applicant's situation. The position reports to the CSU President or their designee. The focus is organizing the community in southwest Utah and beyond for the conservation and protection of public lands in Southwest Utah, engaging residents and visitors in the stewardship of these lands. For more information, please visit www.conserveswu.org.

Organizational Background: CSU is a 501(c)(3) non-profit grassroots organization founded in 2006 whose mission is conservation and stewardship of the area's natural and cultural resources and advocacy for Smart Growth that enables conservation of those resources for present and future generations. In 2012, CSU chartered a Lands Program to conserve and steward southwestern Utah's public lands, with a focus on the Red Cliffs and Beaver Dam Wash National Conservation Areas (NCAs), through volunteer programs on public lands, site stewardship, environmental education, community outreach, and advocacy.

Job Responsibilities:

- **Program and Project Management:** planning the program (goals, strategy, project concepts, budget targets); planning project (objectives, tasks, schedules, deliverables, responsibilities, budgets); managing project execution and reporting status.
- **Volunteer Management:** Includes community engagement; recruiting, training, and supervising volunteers, including volunteer cultural site stewards.
- **Agency/Government Relations:** Includes establishing and maintaining cooperative relationships with government and public lands management agencies.
- **Advocacy:** Includes organizing public comment; identifying and motivating strategic constituencies; drafting CSU comments on land use and management plans; and meeting with potential allies to build support for protections.
- **Events:** Includes organizing/executing volunteer work projects on the land and events to raise awareness for public land issues.
- **Program financing and fundraising:** Includes participation in finding, obtaining and reporting on grants to fund activities.
- **Member development:** Includes supporting membership expansion and donor base.
- **Communications:** Includes working with a team to publicize the activities of the organization, its programs and goals through newsletters, press releases, social media, print media articles and other available channels.

Job Requirements:

- Valid driver's license and vehicle for local travel (mileage will be reimbursed).
- Excellent verbal and written communications skills.
- Physical ability to hike 4 miles and lift a minimum of 35 lbs.
- Computer literacy and willingness to learn software programs (e.g., Microsoft Office, GiftWorks, Google Drive, WordPress, social media programs, MailChimp).
- Bachelor's or higher degree in communications, community organizing, environmental sciences, political science, law or related field.

Personal Attributes Desired:

- Interest in conservation.
- A commitment to the organization's mission and goals.
- Ability to work independently and seek input as needed.
- Ability to deal with multiple inputs and priorities.
- A personable, flexible, and respectful demeanor in working with the community.
- High energy level, integrity, patience, an optimistic outlook, and a sense of humor.

Desired start date: Summer 2021

Compensation: annual salary \$42,000 to \$46,000; allowance for health care insurance, cell phone and mileage; 10 paid days off and 12 paid holidays.

Work Hours: a flexible 40 hours per week with some weekends and evenings for events.

Work Location: CSU office at 321 N Mall Dr., Suite B-202, St George, UT 84770, with frequent work in the field and at events, and home office as approved.

Applicants and inquires:

- Contact Tom Butine (tom@conserveswu.org) with the subject "Public Lands Director".
- Applicants, please include a resume and cover letter.
- **Position closes May 21, 2021.**