

Program Director Job Announcement



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The Sierra Fund (TSF) is seeking a Program Director to join the senior leadership team and lead TSF programs. This includes developing and implementing strategies to achieve our Strategic Plan, develop and maintain partnerships to increase the pace and scale of conservation in the Sierra, provide program staff with guidance and oversight, lead advocacy, form, and support collaborations, conduct innovative restoration efforts, and raise funds and resources to support program goals.

The Sierra Fund is a small nonprofit organization whose mission is to restore ecosystem and community resiliency in the Sierra Nevada. We base our work on science, stewardship, collaboration, environmental justice, and advocacy. We envision a Sierra that is a healthy place to live, work, visit, and raise a family, with clean air, water, and soil. The Sierra Fund has a track record of success of over twenty years and is deeply committed to doing conservation work in an equitable, just, and inclusive way. [Link here for more on the organization.](#)

Location: Nevada City or Remote Combination: This position is desired to be based in the Nevada City office, although working remotely would be considered if within a four-hour drive of the office with a minimum of four days a month in office.

Description of Duties

The Program Director leads TSF program staff and is responsible for the successful implementation of TSF programs and initiatives aligned with TSF's mission and strategic plan.

Program Direction and Leadership (45%)

- Works with staff and leadership to develop the organization's strategic priorities and goals.
- Leads program planning to implement TSF's Strategic Plan. Leads development of major project plans. This includes identifying clear goals, milestones, timelines, and assignments of responsibility to appropriate program staff.
- Establishes and maintains a network of professional contacts and partnerships, including key decision makers, tribal members, funders, and other experts in program related fields.
- Coordinates with Executive Director, Associate Director, and program staff to identify annual policy and advocacy actions and goals. Advocates effectively among state, national and local policy makers, and agencies.

- Presents and represents the organization at public forums, including conferences and field tours, with diverse audiences.
- Communicates scientific and technical policy concepts and findings to both a technical audience and to the public.
- Works closely with the Associate Director to support cross-sector stakeholders and to design and evaluate new program models that successfully operationalize innovative program activities.
- Facilitates or participates in a wide variety of collaborations to advance program goals.

Staff Support and Supervision (25%)

- Recruits, manages, trains, motivates, supports, and empowers program staff, providing direction and mentorship for the team and for each program staff member.
- Supports staff development to best advance their work and professional careers.
- Manages staff to create annual work plans, project plans, and adapt plans to achieve goals, flex to real-world circumstances, and coordinate across the organization.
- Provides direct supervision and evaluation of program staff work in alignment with TSF policies.

Fundraising, Communications and Administration (25%)

- Works with a team comprised of the Development Manager, Associate Director, and Executive Director to identify and pursue funding opportunities, including fee-for-service, individual donors, private foundations, and government grants.
- Works with other staff to produce and disseminate quality programs and organizational materials and communications outreach.
- Communicates with funders, allies, subcontractors, and others to cultivate their support and keep them apprised of and engaged in our program work.
- Leads and/or oversees program staff to draft funding applications, agreements, contracts, reporting and invoicing for government and private contracts. Also supports contracting, reporting, and invoicing led by other staff.

Other Tasks (5%)

- Participates in TSF staff meetings, retreats, etc.
- Completes all required paperwork (timesheets, work plans, etc.).
- Attends professional development training and activities.
- Other tasks as assigned.

Required Education and Experience

- Minimum of three years' experience in program management.
- Demonstrated success in program development.

- Minimum of master's degree or equivalent experience with concentration in an environmental science field (ecology, hydrology, forestry, biology), environmental policy, conservation, natural resource management, or ecosystem restoration.
- Experience working closely with a senior leadership team to co-create, co-develop, and adapt program strategy and implementation.
- Experience managing staff and contractors.
- Experience in building and facilitating collaborations.
- Demonstrated success in nonprofit fundraising including solicitations to private foundations, governmental agencies, fee for service contracts, and individual donors.
- Experience working with diverse stakeholders including tribes, NGOs, agencies, businesses, DAC communities and others.
- Strong leadership qualities.
- Thrives in a rapidly changing environment.
- Strong listening and communication skills.
- Strong analytical and reasoning skills.
- Ability to organize and prioritize work and meet deadlines.
- Strong attention to detail and follow-through skills.
- Computer, web, and software proficiency.

Salary and Benefits

\$90,000-100,000. This is a full-time, exempt position.

Benefits:

- Health Insurance – employer paid 100% of premium for employee and 25% for dependents.
- Dental, Vision & Life Insurance Bundled Plan – employer paid 100% of premium for employee and 25% for dependents.
- 403B Retirement Plan – employer match of up to 4% of salary.
- Paid vacation.
- Paid holidays.
- Paid sick leave.
- Hybrid remote work schedule available.

To Apply

Submit a cover letter summarizing your interest in working with The Sierra Fund and best qualifications along with your resume to jenny.michael@sierrafund.org.

For more on The Sierra Fund visit www.sierrafund.org