



### **Conservation Corps North Bay's Mission is to:**

*Develop youth and conserve natural resources for a strong, sustainable community.*

*We achieve our mission by:*

- *Providing a diverse group of youth and young adults with opportunities to transform their lives through education, employability, civic engagement, and leadership.*
- *Caring for our environment by conserving and restoring natural resources, and by improving recreational areas.*
- *Creating the environmental leaders of the future by teaching environmental ethics and behaviors to children, teens and adults.*
- *Making communities safer by reducing fire and flood hazards and by responding to public emergencies and disasters.*

### **Summary**

The Program Director is a senior manager who works closely with the CEO and COO to establish agency-wide goals and to develop, implement, monitor, and evaluate strategies to achieve the goals. The PD is responsible for day-to-day operations of CCNB's field experience and educational programs and plays a major role in program evaluation, fund development and strategic planning. This position works closely with the Natural Resources Director to ensure that corpsmembers have a quality experience that is consistent across departments. With the support of the CEO, the PD is the liaison with John Muir Charter Schools Administration and provides oversight to JMCS onsite staff members. Under the direction of the CEO and in coordination with other members of the senior management team, this position has general authority over program management, program tactical plan development and implementation, program budget control, and technical evaluation, tracking and reporting systems. This position supports the CEO by carrying out special projects and by keeping the CEO apprised of pending issues.

### **RESPONSIBILITIES**

#### **Program Management and Development**

- Develops, revises, and implements programs in accordance with the strategic plan and annual goals.

- Monitors and evaluates the effectiveness and performance of all programs, activities and services, ensuring that program goals are met.
- Assists with short-term and long-term vision by initiating, exploring, and defining criteria for new programs, new program design and new systems.
- Serves as a liaison between the CCNB network and state and federal government representatives, including various statewide associations, on issues related to CCNB funding and programmatic operations.
- Designs and implements evaluation systems including establishing program outcomes, creating data collection systems and utilizing data for decision making.

### **Supervision**

*The Program Director provides leadership and guidance to building strong teams at both the staff and corpsmember levels and is responsible for the smooth day-to-day operations of CCNB's field experience, education and corpsmember development programs. The PD directly supervises and evaluates the program managers and is responsible for managing program staff members and corpsmembers.*

- Supervises program managers with a goal of building leadership skills and improving program performance.
- Is responsible for hiring and performance management for program staff members and corpsmembers in a manner consistent with CCNB's personnel policies and state and federal personnel laws; ensures that job descriptions are up to date and performance evaluations are completed on a regular schedule.
- Ensures that all program staff members and corpsmembers obtain the training they need to perform their duties in a professional and effective manner.
- Meets regularly with program managers to ensure that they are on track to meet CCNB's strategic, program and grant goals.
- Assists program managers in developing strategies to manage departments in accordance with CCNB's strategic plan and policies and procedures.
- Provides training to staff members and corpsmembers as necessary in procedures, policies, rules, and reporting.
- Facilitates the integration of the John Muir Charter School with CCNB including providing oversight of JMCS onsite staff in coordination with the JMCS administration.

### **Organization Development and Coordination**

*In collaboration with the CEO, COO, Board of Directors and senior management staff the Program Director:*

- Leads the staff in the annual organizational evaluation, program review and planning processes.
- Leads the staff in the tactical planning process and participates with the CEO and Board of Directors in the overall strategic planning process.
- Serves as a liaison between CCNB's departments and facilitates cross-program learning and cooperation.
- Given that CCNB has three facilities, works to cooperatively and jointly provide quality seamless communication systems.
- Manages managers' meetings and all staff meetings and other planning meetings as needed.
- Provides support to Board of Directors as needed including preparing a monthly program update and updating CCNB's dashboard in program areas.

### **Fiscal Responsibilities**

- Works closely with the CEO, COO and program managers to set CCNB's annual program income and expense targets in accordance with priorities set by the Board of Directors.
- Ensures that CCNB meets all program income targets and takes an active role in fund development including grant writing and developing program work plans. Works closely with program managers and members of the Development Department to secure needed funds to support CCNB programs.
- Works with all department managers to ensure they achieve their targeted income goals and stay within budgeted expenses.

### **Reporting**

- Ensures that the CEO is fully informed as to the activities of the organization at all times.
- Keeps program managers apprised of all agency-wide issues.
- Develops and implements policies and procedures to ensure record-keeping functions comply with grant requirements.
- Ensures that all internal and external reports are prepared in a timely and professional manner.
- Ensures that contract requirements including deliverables, budgetary and other requirements are being met and reported correctly.

### **QUALIFICATIONS AND EXPERIENCE**

- Five or more years of increasingly responsible experience in a senior management position, preferably in a nonprofit organization
- Demonstrated ability to cultivate positive relationships
- Strong leadership skills with proven capacity to motivate and build an effective working team, while managing simultaneous tasks
- Superior communication skills, both written and verbal
- A Master's degree in business, finance, management, or a related field (or equivalent experience) preferred
- Program development and program implementation experience
- Natural resources, high school and college education, career planning and job placement experience
- Nonprofit fund development experience
- Experience supervising, coaching, and motivating staff
- Skilled at program evaluation, data collection and reporting
- Experience working with people from a wide variety of social, economic and educational backgrounds.

### **Physical Demands**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to operate objects, tools, or controls; and reach with hands and arms. The employee must perform simple grasping and fine manipulation. There are

normal office working conditions and associated physical demands. For example, on a continuous basis, sit at a desk using a computer and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk. Must be able to lift and move containers weighing up to 25 lbs. This position requires the ability to hike moderate to difficult trails.

**COMPENSATION AND BENEFITS**

The Program Director position is a full time, salaried, exempt position eligible for a full benefits package (Medical, Dental, Vision, Chiropractic /Acupuncture, 401(K) retirement, and vacation, holiday and sick pay. Salary dependent on experience.

**TO APPLY**

Please submit your Cover Letter and Resume to [recruiter@ccnorthbay.org](mailto:recruiter@ccnorthbay.org). Please include 'Program Director' in the subject line. You can also fax your cover letter and resume to (415) 454-4595 Attn: Recruiter.

**Conservation Corps North Bay is an Equal Opportunity Employer**