



Berks Nature is seeking a Vice President for Land & Conservation programs

Please send resume and qualifications to kim.murphy@berksnature.org by October 28, 2022

Responsible for strategic operations of the land and water conservation programs for the organization.

As a 501(c)(3) non-profit conservation organization, Berks Nature has been serving the Berks County community since 1974. Land preservation, water protection, trail management, community gardens, education programs, State of the Environment, Eco-Camp and our valued partnerships are at the center of Berks Nature's work every day. Berks Nature Educational Programs LLC operates a fully licensed nature preschool.

We are a diversely funded organization staffed for the times who are strategic in our work and also nimble enough to meet emerging community needs and opportunities related to our mission. Our budget is close to \$2 million annually. Our staff, administration and leadership are uniquely qualified and committed to our mission and to helping our region embrace conservation at a local community level. Our board of directors demonstrates general organization and financial comprehension and transparency seeking the very best practices of governance in our operations. We are committed to the creation of significant partnerships that directly support the needs of other local "on the ground" groups. We aspire to have our constituents be active and engaged not only with Berks Nature, but also in their local communities.

We own and operate a LEED Gold certified nature center, called The Nature Place at Angelica Creek Park. We leverage the building and the park as a gathering place for schools, events, educational programs, and community needs. The Nature Place is known locally and regionally as a demonstration campus for environmental best management practices and a demonstration center for education and connection to nature.

We steward 425 acres of leased land, own 424 acres of preserves, monitor over 9,000 acres of conservation easements and manage nearly 27 miles of trails. We seek to connect and share those assets with the public where and when that is compatible with our stewardship goals for those specific properties.

Compensation: This is a paid, exempt, full-time position. Salary range is (\$75,000- \$95,000) commensurate with experience. This position qualifies for paid time off, participation in health insurance, and a 401K plan.

Applications being accepted until October 28, 2022 at 12 noon.

Please send the following documents electronically to kim.murphy@berksnature.org:

- Resume
- Cover letter detailing your experience
- Full contact information for 3 professional references

- Salary/wage requirements

Scope of work:

The Vice President for Land and Conservation Programs will need to think strategically to help plan and implement the land, water, urban greening and conservation outreach programs of Berks Nature. Primary responsibilities are conservation program and project management including budgeting and implementation, grant application preparation and management. The Vice President for Land and Conservation Programs will build and maintain relationships with local, regional and state governments and other NGO (non-government organizations) that will facilitate a proactive approach to the conservation of our natural and cultural assets in Berks County. This position will supervise conservation program staff (that currently includes Senior Ecologist, Preserve & Trail Specialist, Land Protection specialist and Urban Greening coordinator). This position requires a college graduate with proven project leadership and management skills, professional writing skills, exemplary interpersonal skills and a genuine appreciation in working with diverse audiences. Real Estate experience a plus. This position is part of the organization's senior leadership team.

Position reports to: President

The successful candidate will:

- ✓ Manage environmental and conservation projects of Berks Nature by working collaboratively with other partners, staff, conservation organizations, landowners, corporations, donors, outside contractors, and government agencies to achieve the organization's conservation goals;
- ✓ Be responsible for leading, motivating, and developing the program as well as establishing goals for each person;
- ✓ In cooperation with the VP for Development & Community Relations, be responsible for obtaining funding through grants and contracts and administering grants and contracts; and prepare grant applications for program opportunities;
- ✓ Implement projects, develop and implement strategies in order to meet organizational goals and objectives;
- ✓ Be responsible for the financial management of the Conservation and Land department including budgets and projections;
- ✓ Manage the conservation program/contract work of Berks Nature including processes such as identifying scope of work, project timeline, budgets etc.
- ✓ Work with the President, other Vice Presidents and full staff to execute the strategic plan.
- ✓ Respond to organizational inquiries regarding our conservation and land protection programs,
- ✓ Prepare and deliver presentations on Berks Nature efforts,
- ✓ Represent Berks Nature on appropriate committees and at related social events, meetings and/or conferences that affect Berks County and our mission.
- ✓ Lead, guide and counsel Committees and partners related to the Stewardship Program activities of the organization.
- ✓ Prepare requests for proposals as required,

- ✓ Coordinate efforts with local, regional and state government and non-government partners,
- ✓ Prepare and/or supervise project invoicing.
- ✓ Supervise short-term departmental staff, interns or volunteers as necessary.
- ✓ In cooperation with the senior leadership team, be responsible for working with a broad-based constituency that includes influential people who may have divergent views related to environmental and education issues.
- ✓ Perform other duties that may be assigned.

Knowledge, Skills & Abilities: A candidate is being sought with broad skills and knowledge of the fields of real estate and ecological stewardship and natural resource management. He or she will:

- ✓ Hold a minimum of a bachelor's degree in conservation and natural resources, or related area, and five to ten years related experience or equivalent combination.
- ✓ Have expert knowledge of current trends and practices in land conservation and real estate, smart growth and other conservation practices.
- ✓ Have expert knowledge of ecological stewardship and restoration project implementation.
- ✓ Have extensive grant-management and grant-writing experience.
- ✓ Have extensive leadership and management experience including an ability to motivate, lead, set objectives, and manage performance of a closely-knit team fostering an environment of creativity and professional growth.
- ✓ Ensure the organization achieves and remains compliant with the Land Trust Alliance national standards for accreditation and establish and maintain optimal standards of performance for the department.
- ✓ Have the ability to resolve complex issues independently and experiment to find creative solutions.
- ✓ Have financial responsibility that will include working within/managing a budget to control costs, complete projects, negotiate and contract with vendors, develop budgets and projections, and meet revenue targets.
- ✓ Be responsible for assisting with, when appropriate, raising funds to meet program needs.
- ✓ Prepare and present project proposals, including negotiating with federal, state and local agencies to achieve program goals.
- ✓ Possess superb communication and presentation skills and have the ability to communicate a compelling and inspired vision as well as a sense of core purpose to any audience, individually and in groups.
- ✓ Create, lead and work in partnership with other organizations/entities in a collaborative or advisory role and have the ability to gain cooperation from individuals or groups over whom there is no direct authority in order to accomplish program goals.
- ✓ Be able to work with a broad-based constituency that
- ✓ Have the ability to think strategically, creating competitive and breakthrough strategies and plans and have the ability to design, implement, and direct multiple projects, setting deadlines and ensuring program accountability.
- ✓ Negotiate complex high-profile or sensitive agreements.
- ✓ Maintain the confidentiality of sensitive information; and
- ✓ Have a valid driver's license and a functioning personal vehicle.

Qualifications (Minimum qualifications and experience)

- ✓ Demonstrated knowledge of the conservation field and success in planning and administration of programs.
- ✓ Strong oral and written communication and computer skills.
- ✓ Ability to work independently and effectively on several projects simultaneously.
- ✓ Ability to manage staff effectively.
- ✓ Experience in managing employees, interns, volunteers and/or temporary employees;
- ✓ Experience in MS Office word processing, spreadsheet and database management and other office software; knowledge of Acrobat, online meeting platforms;
- ✓ Previous experience in non-profit or government work a plus;
- ✓ Must be able to attend occasional evening or weekend meetings and/or events;
- ✓ Must pass a background check

Experience Preferred but Not Required:

- ✓ Grant-writing experience is highly desirable
- ✓ Strong entrepreneurial, creativity and imagination skills.
- ✓ General knowledge of real estate transactions, familiarity with appraisals and easements.

Knowledge Skills and Abilities:

- ✓ Strong organizational and leadership qualities and team-building skills
- ✓ Excellent written and verbal communication skills
- ✓ General knowledge of real estate transactions, familiarity with appraisals and easements.
- ✓ Demonstrated knowledge of organizational and regulatory best practices
- ✓ Strategic thinking and analytical skills
- ✓ Patience with difficult situations.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Just like it takes a diversity of species to make our natural environment thrive, Berks Nature recognizes that having a culture of inclusion where all individuals feel respected and are treated fairly will bring us a power of talent to do our work and engage others in the love for and protection of nature. Accordingly, it is Berks Nature's goal to be intentional and inclusive in the involvement, engagement, and empowerment of all groups of people within our community to help Berks Nature achieve its mission. Berks Nature will take the broadest possible view of diversity in order to attract, develop, engage and retain people from all walks of life and backgrounds in our work. Berks Nature endeavors to not see any species become extinct. So too, we desire not to neglect or exclude any audience from our work.

Berks Nature is committed to a policy of equal employment opportunity. All aspects of employment are governed and administered on the basis of merit, qualifications, and competence and are not influenced or in any manner affected by race, color, age, sexual preference, national origin, ancestry, religion, disability, marital status or any other classification protected by law.