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## Staff Position Description

<b>Position:</b>	Director of New Initiatives, Conservation Corps MN & IA
<b>Programs:</b>	Increasing Diversity in Environmental Careers (IDEC), Individual Placements, Minnesota Energy Climate Corps, and Veterans Corps
<b>Location:</b>	St. Paul, MN
<b>Date Posted:</b>	April 1, 2024
<b>Reports To:</b>	Executive Director
<b>Salary:</b>	\$80,000 – \$90,000
<b>Schedule:</b>	Monday through Friday, 8:00 AM - 4:30 PM (typical); some evenings and weekends required. This is an exempt, full-time position.
<b>Benefits:</b>	Health and dental insurance, paid time off, 401(k) Safe Harbor retirement saving plan
<b>Term:</b>	Three-year position with potential for extension

**Conservation Corps Minnesota & Iowa (CCMI)** is a 501(c)(3) nonprofit organization and AmeriCorps grantee that engages hundreds of youth and young adults each year in programs and initiatives that improve access to outdoor recreation, restore natural habitat, protect waterways, and respond to community needs and natural disasters. **Our mission** is to engage youth and young adults in meaningful service, leadership development, and environmental stewardship. **Our vision** is a world in which everyone has equitable access to nature, is equipped to succeed in career and life, and is empowered to make a difference in conserving natural resources. Learn more at [conservationcorps.org](https://conservationcorps.org).

**Our values** embody safety, service, respect, equity, and community. In working toward our vision, we believe that it is important we commit to the following:

- Using equity as a lens for the work we do and decisions we make
- Building a shared vision surrounding Justice, Equity, Diversity, and Inclusion goals with our partnering organizations and communities, and
- Providing an equitable training environment and high-quality programming to all our participants.

Read our full Justice, Equity, Diversity, & Inclusion statement online at: [conservationcorps.org/about/jedi/](https://conservationcorps.org/about/jedi/).

### Position Summary:

The **Director of New Initiatives** is a new three-year position that will lead and direct operations for four innovative new or growing conservation workforce development programs: Increasing Diversity in Environmental Careers (IDEC), Individual Placements, Minnesota Energy Climate Corps, and Veterans Corps. All four programs align to the mission of CCMI but operate outside of the traditional CCMI program structure and were launched by non-standard funding opportunities. This position will support

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the on-going evaluation of these programs, adjust as needed the program design to achieve intended outcomes and ensure their long-term financial stability.

This position will design a process for CCMI to evaluate additional mission-focused programs to ensure that the organization can deftly and swiftly respond to opportunities to further its mission while ensuring long-term organizational viability. They will work with other Program Directors to identify opportunities to launch and adapt programming to meet changing environmental challenges while continuing to expand CCMI's mission impact.

The Director of New Initiatives serves on the senior leadership team and reports directly to the Executive Director, collaborates closely with other CCMI team members and resources to oversee recruitment, programming, and evaluation of new programs, and serves as the primary risk manager for new program initiatives at CCMI.

### **Key Responsibilities:**

- Provide leadership for the four newest Corps initiatives: Increasing Diversity in Environmental Careers (IDEC), Individual Placements, Minnesota Energy Climate Corps, and Veterans Corps. Ensure that these new initiatives have the resources and collaboration they need for success.
- Work with members of the Senior Leadership Team to assess and enhance practices to ensure new initiatives meet the needs of participants, project partners, and communities that CCMI serves. Evaluate their outcomes to ensure they continue to align with the organization's mission and vision.
- Vet potential new projects and partnerships that align with the organization's strategic goals and mission, particularly related to furthering justice, equity, diversity and inclusion in CCMI work. Lead, with other team members, the planning and development for new initiatives, promote collaboration with new communities, and engage new partners and funders. Ensure that any new endeavors are fully assessed to anticipate potential risks and have proactive mitigation strategies, serving as the primary risk management officer for new initiatives.
- Build and maintain relationships with key internal and external stakeholders, including senior leadership team members, board members, partners, and sector influencers
- Utilize data-driven insights to inform decision-making, measure progress, and adjust strategies as needed.
- Foster a culture of innovation within the CCMI by exploring new technologies, business models, and market trends.
- Provide regular updates and reports to senior leadership and the Executive Director on the status and impact of new initiatives.
- Oversee and collaborate with other CCMI team members in the recruitment, selection, enrollment, training, and evaluation for AmeriCorps members, and CCMI Program staff.
- Identify and pursue funding opportunities to support CCMI programming. Ensure effective administration for grant requirements and compliance for AmeriCorps and other grant funding supporting new initiatives under the direction of the Director of New Initiatives.
- Help prepare and write reports to share program accomplishments and outcomes with both internal and external stakeholders.
- Supervise, engage, and develop programs team, both direct and indirect reports.

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## Qualifications:

This leadership position requires a visionary and detailed thinker who can oversee new initiatives to ensure mission impact, innovation, and long-term success. The successful candidate will collaborate closely with senior leadership, cross-functional teams, and external partners to drive progress towards CCMI's mission and strategic priorities. Key will be relationship development in and between external partners, ability to assess organizational capacity, and designing long-term fiscal strategies.

- A minimum of 5 years experience managing or leading young adult programs: Prior experience in a director-level position highly desirable. Expertise or know-how in workforce development, college or career readiness, or service learning, a plus.
- Commitment to the principles of justice, equity, diversity, and inclusion applying to all participants and stakeholders the Corps aims to serve.
- Bachelor's degree or equivalent: Expertise or knowhow in Business, Management, Natural Resources, Conservation, Environmental Science, or related fields, a plus.
- Proven ability to think strategically, develop a vision, and translate it into actionable plans.
- Strong project management skills with a track record of successfully leading and delivering complex initiatives. Experience managing program budgets, administrative processes such as time and record-keeping, grant development and reporting.
- Proficiency in data analysis and the ability to use data to inform decision-making.
- Excellent verbal and written communication skills, with the ability to effectively convey complex ideas to various stakeholders.
- Demonstrated leadership skills, including the ability to motivate and inspire cross-functional teams. Supervisory experience managing people: recruiting, leading, coaching, evaluating personnel from different backgrounds and different motivations for service.
- Strong collaborative and interpersonal skills with a proven ability to work effectively in a team-based environment.
- Flexibility to adapt to changing priorities and manage ambiguity.
- Proficiency working with common Microsoft Programs including Outlook, Excel, Teams, Salesforce CRM, and other common Cloud platforms

*While this position description describes the general nature and level of work being performed, it is not an exhaustive list of all responsibilities, duties and skills required. All positions at CCMI may require duties outside of normal responsibilities.*

*CCMI is an Equal Opportunity Employer and is committed to creating an inclusive environment that values the diversity of its staff and members. Employment decision with CCMI will be based on merit, qualifications, and abilities. CCMI does not discriminate in employment opportunities or practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law.*

*Women, minorities, and people with disabilities are strongly encouraged to apply.*

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**How to Apply:**

Qualified candidates should apply by sending a resume AND cover letter to [HR@conservationcorps.org](mailto:HR@conservationcorps.org). Please include **Director of New Initiatives** in the email subject line. Priority application deadline: **April 29, 2024**.

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