



POSITION ANNOUNCEMENT: Director of Operations

Conservation Science Partners (CSP; csp-inc.org) is seeking its first Director of Operations (DO) to help manage and coordinate the work of 25+ creative conservation biologists and ecologists implementing 50+ science-driven projects across the U.S. and internationally.

We have identified the need for a DO following rapid growth in our staff, number of offices, and scale and scope of our projects. The DO will provide integral support to existing project workflows, and expand the capacity of our exciting, complex and fast-paced non-profit realm. They will work closely with the President, Business Manager, and other senior staff to drive or co-manage logistics, budgets, and outcomes for a scientific team based in three offices plus affiliated institutions in six western states. The position will report to the President of CSP.

ABOUT CONSERVATION SCIENCE PARTNERS

Conservation Science Partners is a 501(c)(3) nonprofit scientific collective established to meet the analytical and research needs of diverse stakeholders in conservation projects. Our mission is to apply human ingenuity to the preservation of species, populations, and ecosystems using scientific principles, innovative approaches, and lasting partnerships with conservation practitioners. CSP supports vibrant, diverse living systems of all kinds, remaining mindful of the root causes of ecological harm.

Our core values include: scientific and technical excellence and integrity; diversity, equity, and inclusion; creativity and innovation in practice and products; respectful co-production of knowledge; engagement with social justice; and connection to the living world.

Our research projects and partnerships involve wildlife and habitats, land use and land cover change, wildfire and invasive species, modelling and statistics, climate change solutions, environmental justice, and dynamics of terrestrial, freshwater, and marine ecosystems.

Our science demands highly creative, quantitative thinking. We develop and apply advanced GIS techniques; cutting-edge statistics; data science and machine learning; database applications and programming; and models, tools, and maps from remotely sensed data. Increasingly, projects involve Indigenous knowledge, social science and multi-disciplinary problem-solving, and internally facilitated workshops and trainings.

The “Partners” in our name means that all staff, colleagues, and clients are equally important in creative work and its practical impacts in the world. We strive to create professional spaces that support individuals’ creative independence, initiative, and desire to make meaning; value multi-faceted, complementary, and collaborative group intelligence; integrate human values with business considerations; offer courageous vision within and outside of the organization; and feature diverse approaches, interactions, and participation.

Day to day, our core staff iterate among solo work, partner meetings, and collaborative sessions in clusters. Each is involved in one to five projects with partners that range from government agencies to philanthropic foundations, Indigenous nations, and the private sector. Intersecting initiatives may require creative juggling, but this also opens doors to discovering links among themes, methods, and networks. Designated project leads work with our Business Manager and Chief Scientist/President to track project flows, timelines and budgets.



ORGANIZATIONAL VALUES AND CULTURE

Since 2015, CSP has put a special emphasis on innovation and creative co-leadership. Through staff workshops and retreats; collaborative Innovation Labs; cross-sector outreach and trainings; and staff-driven technical and facilitative approaches, we have sought ways to increase creativity, efficiency, and effectiveness of our work while enjoying the process.

We are committed to realizing diversity, equity, and inclusion in all we do, and aspire to more projects that directly involve communities of color and diverse international partners, address disparate impacts of environmental change, and support social justice. We have begun a process to ensure that such goals come alive, recognizing the sustained attention, learning, and long-term commitment that this requires. A collaborative process to define our collective values is also underway, as is a commitment to evaluating our projects in light of our values.

Our culture stems from highly skilled, independent people working in dynamic collaboration to implement quality projects while imagining the future shape, form, and landscape of conservation partnerships. Our staff includes artists, musicians, athletes, collectors, mechanics, and other passions beyond conservation. As a group, we are candid and embrace respectful communication, intellectual independence, intentional collaboration across a dispersed network, ownership of quality and joy in our work, and adaptability and resilience.

The DO's creativity, insights, and experience will be anticipated, welcomed, and celebrated as CSP continues to define itself through the collective leadership of the staff and Board.

CORE RESPONSIBILITIES

- Day-to-day development and management of workflows, complex budgets, and timelines – in collaboration with project leaders and administrative staff – to ensure sustained, timely, and measurable outcomes for all projects underway simultaneously
- Initial supervision of up to 3 members of the administrative staff
- Support internal learning, growth, and evolution of a research organization spanning topics and sectors of society, demanding a keen ability to see linkages across projects
- Oversight and refinement of CSP best practices, including documentation and processes for financial systems and reporting, data management policies, research and development investments, QA/QC of technical products, and related matters
- Oversight and refinement of employee handbook and corporate guidelines, employee benefits program, annual reports, and other policy and procedural documents
- Promotion of a culture of diversity, creativity, innovation, and experimentation in CSP.

EXPERIENCE AND QUALIFICATIONS

At least 5 years of experience in operations, budgeting, program management, and team leadership in one or more contexts (e.g. nonprofit, academic, government, tribal, or private sectors) is required. Experience in applied research, ecology or natural resources is preferred.

Educational qualifications

A graduate degree in business or non-profit management, natural or social sciences, or interdisciplinary environmental sciences is strongly preferred. Candidates with a bachelor's degree plus experience substantially exceeding the required minimum may be considered.



We are seeking candidates with these experiences, skills, and personal attributes:

- Proven success in project management in a science or technical organization
- Evidence of systems thinking skills that advance organizational health and growth, and are relevant to promoting project outcomes that benefit both clients and conservation
- Experience helping mission-driven entities diversify workforces and project portfolios
- Strategic budgeting skills to manage risk across projects, sectors, and funding sources
- Experience with creative development of organizations, interdisciplinary analysis, human or justice dimensions of environmental issues, or science communications
- Working knowledge of technology and software such as QuickBooks, WebEx, GitHub, and G Suite; project- or productivity-management applications; and cloud platforms
- Evidence of outstanding written and oral communication skills
- An instinct for creativity, diplomacy, courage, humility, and a sense of humor

Application deadline and expected start date

Priority will be given to complete applications received by June 1st, 2018, with screening to begin soon thereafter, interviews in early July, and an ideal start date by August 13th.

Location

We strongly prefer the DO to be based at one of our offices in Truckee, CA or Fort Collins, CO. The Reno-Truckee and Denver-Fort Collins areas offer high quality of life near natural beauty, vibrant cities, outdoor recreation, top educational institutions, and convenient international airports. Other locations in the United States may be considered for exceptional candidates.

Compensation

The DO salary range is \$80,000-\$100,000 depending on experience. We offer a comprehensive group medical, dental, and vision insurance package, as well as retirement benefits. There may be professional growth and advancement potential for the DO as CSP grows and develops.

How to apply

If you are interested in the DO position, **please e-mail** a cover letter explaining how your goals, skills, and background fit the core responsibilities of the role; the names and contact information of at least three relevant professional references; and your CV to: hire@csp-inc.org. Your letter should elaborate on your qualifications that are most relevant to the DO position and to CSP, including specific details and examples of your most transferable skills and accomplishments. *Your cover letter, reference list, and CV should be compiled and sent as a single PDF file.* Please indicate **DO POSITION** in the subject line.

We sincerely appreciate all those expressing interest in the position. However, only applicants invited for an interview will be contacted.

CSP is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, veteran status, or marital status in its programs and activities.