

Job Level	Director of the Center for Collaborative Conservation	Proj/Prog Management Level II
Oversight Received	<ul style="list-style-type: none"> * The Director has daily responsibilities for the financial, physical, and human resources of the Center. The Director is responsible for decision-making regarding the strategic direction and implementation of the Center. In a given work day, those include planned and unplanned demands and needs, which need to be balanced to ensure that the program can continue to function effectively and meet its obligations across many projects, partners/stakeholders, and center goals. The duties involve delegation to and communication with Associate Directors and other staff. 	<ul style="list-style-type: none"> ▪ Works independently with high-level oversight
Problem Solving	<ul style="list-style-type: none"> * Develop and implement the long-term direction, mission, vision, and strategic and operational plans of the CCC. * As appropriate for advancing center programs, conduct Center-related research, teaching, or engagement activities. * Manage CCC budget and plan and implement funding priorities to maximize the impact of the Center. * Support the planning, design, development, and implementation of CCC Programs. 	<ul style="list-style-type: none"> ▪ Provides recommendation on analysis, project identification, design, communication, and integration of programs ▪ Identifies and helps develop solutions to mitigate project/program hurdles and pitfalls ▪ Manages University-wide programs, initiatives, or projects
Interaction/ Communication	<ul style="list-style-type: none"> * Develop and maintain innovative partnerships with key players in the field of collaborative conservation to support CCC programs and activities. * Work with Warner College Department Heads and Program Leaders and leaders across CSU to develop and implement collaborative strategies that leverage the strength of CSU and Warner College conservation-related programs. 	<ul style="list-style-type: none"> ▪ Single point of contact for programs, initiatives, or projects
University Impact	<ul style="list-style-type: none"> * The Director's responsibilities include leadership, creation and promotion of the Center's programs related to collaborative conservation with a focus on the Intermountain West; cultivation of positive relations with strategic partners and organizations, both on and off campus; development of financial resources; and effective management of personnel, governance structure, budgets and programs. The Director reports directly to the Dean of the Warner College of Natural Resources. 	<ul style="list-style-type: none"> ▪ Impact of programs is medium to long-term duration ▪ Program participation tends to be required
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * A critical part of this role is balancing funded projects and unfunded program needs effectively across the person's own schedule and those of appropriate team managers. * The CCC has an endowment that generates around \$400K per year for its primary budget. In addition there are contracts and grants that vary in magnitude annually, but will likely range from \$100K to \$400K each year. * Working with the Warner College Dean, College Development Office, and others, develop and lead fund-raising efforts and funder relationships for the CCC and acquire external funding with individual donors, corporate sponsors, foundations, and government partners. * Work with the Warner College Fiscal Office, the Office of Sponsored Programs, and the CSU Foundation to ensure fiscally responsible management practices. 	<ul style="list-style-type: none"> ▪ Manages program budget ▪ Program budget is small to medium
People Management	<ul style="list-style-type: none"> * Supervision 3-4 Administrative Professional, students, non-students, volunteers. * Provide leadership to staff and support their work plan development. * Oversee the overall human resource management of the CCC team and conduct annual reviews of staff members. 	<ul style="list-style-type: none"> ▪ May have people management responsibility for pay reviews, performance management, and resource planning