

southern maine CONSERVATION COLLABORATIVE

Position: Operations and Grant Program Director (Full Time)

Preferred Start Date: By August 15, 2023 (flexible)

Application Deadline: Thursday June 1, 2023, 11:59pm

The Southern Maine Conservation Collaborative is expanding its staff at an exciting time of change and growth for the organization. This is one of two full-time, year-round positions to be hired this year.

About SMCC

The Southern Maine Conservation Collaborative (SMCC) is a non-profit organization founded in 2012 and committed to emergence and innovation, with the mission to work collectively in Maine to create mutually beneficial relationships with the earth, communities, and people through the conservation movement. SMCC works with many other conservation organizations in Maine to amplify, support, and build capacity for their work. Our work improves the coordination and effectiveness of numerous organizations that work on protecting land and water by providing professional support services, collaborative learning, resources, and networking opportunities. Beginning in 2023, we are providing grantmaking to land trusts in the state, thanks to funding from the Onion Foundation. For more information, please visit www.southernmaineconservation.org.

Commitment to Equity and Inclusion

SMCC is committed to building more inclusive and equitable conservation and environmental movements in Maine. We are actively leaning into the intersection of the environment, conservation, and social equity, and we are committed to weaving this intersection through all of our work. We are continuously learning about our blind spots and unconscious biases. We know that biases and disparities disproportionately burden communities of color, indigenous communities, people with physical and mental disabilities, and low-income communities with legacies of environmental damage and ongoing harm. It is our duty to ensure that our work does not propagate destructive, damaging practices, and instead is addressing barriers and fixing inequitable systems.

Our organizational values are Connection, Humility, Courage, Justice, and Equity. We are currently working to live our values and, during this period of growth, our intention is to integrate our values into all elements and systems of work.

About the Position

The Operations and Grant Program Director will have primary responsibility for several important aspects of SMCC's mission, and will generally work to establish and maintain efficient systems of operation. They will report to and work closely with the Executive Director, and will engage collaboratively with all staff, but will ultimately have direct responsibility over:

- Staff systems, including the implementation of employee policy and procedures, evaluation, and staff enrichment.
- Financial systems, including working with bookkeeping/accounting consultants, drafting and keeping the annual budget, producing financial reports, and managing fiscal sponsorship arrangements with several outside organizations.
- Administrative systems, including coordination of the organization's calendar and group meetings, being a point of contact for new inquiries, and handling arrangements for the organization's premises and utilities.
- Periodic review of written policies, procedures, and strategic planning goals, including revision of these guiding documents as needed.
- Overseeing the Land Trust Grant Fund Program. Working collaboratively with other staff in the first granting year, the Operations and Grant Program Director will thereafter work to establish an organized and efficient system of managing the intake of applications; the proposal consideration process, likely involving an community advisory committee in 2024 and onward; prompt communication with applicants and grantees; and the review of grant reports.
- Supervision of and assistance to employees to be hired later in SMCC's ongoing growth plan.

The Operations and Grant Program Director will be full time, year-round, and is expected to be a long-term, highly responsible position within SMCC. Some work outside of the responsibilities above, including assistance to the Executive Director as needed, will be expected. SMCC has a hybrid remote/in-person policy, but applicants should anticipate at least 20% of the position will be conducted in-person at the SMCC office in Portland. The position will also include occasional travel to other parts of the state for meetings, training opportunities, technical assistance, and networking. Personal vehicle mileage outside of commuting will be reimbursed at the federal rate.

As with all staff at SMCC, equity and justice are woven through all of the work that we do. We are committed to the hard work of not just learning, but acting to reduce barriers and build new pathways for justice based conservation and change. For that reason, we will prefer candidates with a demonstrated enthusiasm for and commitment to an equitable, inclusive, and just conservation and environmental movement, and experience with equitable systems and/or transformations.

Required Qualifications

- Ability to collaborate effectively with a diverse range of people and organizations
- Experience and understanding of organizational systems, process, and culture
- Experience facilitating meetings and processes
- Willingness and ability to travel to the Portland office, and other points in Maine as needed for in-person events, which are expected to take up at least 20% of the position's time in a flexible schedule
- Capability of attending virtual or in-person meetings during normal business hours
- Ability to stay organized and communicate effectively while working in a hybrid (remote/in-person) work environment

- Demonstrated verbal and written communication skills at a professional level
- Experience with managing budgets and/or financial reporting
- Management experience
- Familiarity or experience with non-profit operations
- Proficiency in Microsoft Office, GSuite products, and virtual meeting platforms

Preferred Qualities, Experience, and Skills

- Independent and self-directed, with a history of highly responsible work
- Experience with change processes, including supporting difficult conversations
- Experience creating and/or implementing staff, financial, or administrative systems
- Familiarity and/or experience with the conservation community of Maine, and/or substantially similar conservation movements in other locations
- Experience creating or implementing strategic processes
- Experience working with a grant-giving program
- Familiarity with [Community Centric Fundraising](#) and [Trust Based Philanthropy](#)

SMCC is committed to supporting ongoing professional skills development.

Compensation and Benefits

- \$65,000 base annual salary (non-negotiable)
- Monthly stipend in lieu of health insurance coverage (2024 plan to have coverage)
- 2 weeks paid vacation for the first year; increases after that
- 10 paid holidays and 10 sick days annually
- Paid time off for voting
- Paid professional development opportunities, as appropriate
- Mileage reimbursement for non-commuting work travel
- Flexible work

How to Apply

Please send your resume and a cover letter addressed to Jessica Burton, that contains responses to the questions below to conservationcollaborative@gmail.com - please include "Operations and Grant Program Director" in the email subject line. Applications are due by Thursday June 1, 2023, 11:59pm

- Share a bit about what draws you to this position and why you are excited to work at SMCC and become part of the SMCC team.
- What role does an equitable and accessible conservation movement play in the future you want to live in?

Our hiring process includes an initial review of the applications and two rounds of interviews. If you are invited to a second interview, you will be asked to supply the contact information for 2 references.

SMCC reserves the right to conduct background checks as a condition for employment.

All qualified applicants shall receive consideration for employment without regard to race, color,

religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, familial status, or based on an individual's status in any group or class protected by applicable federal, state or local law. SMCC encourages applications from diverse populations, persons with disabilities, and all other qualified applicants. Southern Maine Conservation Collaborative is an Equal Opportunity Employer.