Program Director - Job Description

Organization:
Adventurers and Scientists for Conservation (ASC) improves the accessibility of scientific knowledge by facilitating partnerships between outdoor enthusiasts and scientists. These partnerships connect adventurers traveling around the world who have volunteered to collect data with scientists who have requested data but are limited by time, resources, or outdoor skills. Our goal is to bring the adventure and science communities together to improve scientific understanding and conservation.

In addition to facilitating these partnerships, ASC also offers a variety of our own guided adventure science outings for community members, military veterans, and students. During the outings, participants collect meaningful scientific information that will be used to better inform conservation-minded management decisions.

ASC is an emerging nonprofit that has partnered with over 1,000 adventurers and 100 scientists around the world. We have been featured in the New York Times, NPR’s “All Things Considered,” Popular Science, Wired online, National Geographic online, and many more.

ASC’s strategic vision for the next five years includes raising these numbers above 10,000 adventurers and 1000 scientists. Additionally, we plan to grow in the next five years from three full-time staff to more than 20. We will continue to capitalize on our tremendous early success and take advantage of a rapidly growing opportunity at the forefront of the citizen science boom.

Our office provides a fast-paced but relaxed fun atmosphere. We believe in enjoying our work and making the most of each day. You will be required to laugh a lot and occasionally erupt into spontaneous musical ensembles unless you aren’t musical which is okay, you can just watch.

Position Overview
The Program Director reports to and works closely with the Executive Director (ED) to oversee existing programs and develop new programs that help to achieve organizational objectives. We are seeking a passionate, creative, organized and flexible individual with strong project and people management skills to work in our fast-paced, small office environment. Strong verbal and written communication skills are critical, as is a strong background/interest in adventure, field science, and citizen science. The Program Director will play a pivotal role in envisioning, creating, and executing program ideas and strategies aligned with our mission.

Specific Responsibilities
•Imagine, design and lead a wide variety of programs to military veterans, students, and community members in hands-on, field-based citizen science projects.
•Build and sustain numerous working partnerships with agencies, nonprofits, universities, schools, volunteers and other strategic partners.
• Raise critical funds for projects by developing funding proposals, appealing to private donors and writing grants.
• Manage many complex projects at one time and ensure projects stay on track from inception to implementation to conclusion.
• Manage other full and part-time staff to ensure cohesive messaging, programming, and outreach related to our programming.
• Coordinate partnerships between adventurers and scientists, including frequent communication via Skype, phone and email to ensure successful data collection.
• Assist ED to develop long-term strategic plans that set specific organizational goals and strategies.
• Author written communication for external audiences, such as press releases, newsletters, annual reports and project reports.
• Serve as an ambassador for the organization by occasionally presenting at conferences, participating in events, and promoting the organization.

Qualifications
• Bachelor’s degree in biology, ecology, natural resources or related field. Master’s degree strongly preferred.
• 3+ years of experience of management experience in an outdoor, environmental, or related organization responsible for complex science, adventure and/or education projects.
• Strong problem solving abilities demonstrated in the field, in the office, and in life. Basically, we are looking for someone who is good at life.
• Ability to communicate complicated science projects in a compelling way to a wide variety of audiences.
• Strong computer skills and the ability to learn and utilize new programs quickly.
• Adventuring experience including trekking, mountaineering, biking, paddling, rowing, etc.
• Demonstrated excellence in organizational, managerial, and communication skills.
• The desire to join a young and growing nonprofit organization.

Work Schedule & Compensation
This is a full-time, office-based job with normal office hours. Occasional work on weekends or at night should also be expected. Salary: Negotiable DOE. This position is based at ASC’s headquarters in Bozeman, MT and will require travel throughout the year.

To Apply
Email a brief letter of interest, resume and contact information for three references to jobs@adventureandscience.org with “Program Director Position” in subject line. In your cover letter, please include salary expectations. Applications are only accepted electronically. No calls please. Screening of applications begins May 1, 2013.