

## Deputy Director Job Announcement

**Position:** Deputy Director

**Office location:** Corvallis, Oregon

**Status:** Regular, full time

**Compensation:** Exempt position, monthly salary of \$6,369 – \$7,305 depending on experience, plus competitive benefits package (health insurance, 401k, sick leave, holidays, paid time off, etc.)

**Closing date:** June 7, 2021. Applications will be considered upon receipt until the application deadline.

[Click here to apply.](#)

**About Us:** The [Institute for Applied Ecology](#) (IAE) is a dynamic nonprofit organization founded in 1999 whose mission is to conserve native species and habitats through restoration, research and education. We fill a unique niche among nonprofits and work with a diverse group of partners including federal, state and county agencies and municipalities, and other conservation nonprofits to accomplish our mission. We maintain an open and convivial office environment with approximately 30 regular staff plus seasonal employees in our main office in Corvallis, OR and our branch office in Santa Fe, NM. We are committed to diversity and equity in our workplace and the communities we serve. Please see our [mission, vision, and diversity statements](#).

**Position Summary:** We are seeking a Deputy Director with a diverse skillset to manage operations and personnel at our main office in Corvallis, Oregon and branch office in Santa Fe, New Mexico. The Deputy Director reports to the Executive Director, and provides direct supervision to five upper management staff, including four Program Directors in Oregon and a Branch Director in Santa Fe. The four programs include Habitat Restoration, Plant Materials, Conservation Research, and Ecological Education. Supervision includes hiring, training, managing staffing levels and workloads, and mentoring employee success and growth through problem-solving and professional development. The Deputy Director is an integral member of the Management Team, fostering cohesion among multiple work groups. This position is responsible for overall organizational management, including overseeing employee onboarding and offboarding, risk management, IT, fleet and facilities, in addition to providing approval for personnel actions. The Deputy Director supports the organization and its staff by proposing improved or new policies and procedures, and implementing adopted policies. This position also oversees subcontracting, oversees development and management of program budgets and project workplans, and supports fundraising. The Deputy Director oversees the organization's Diversity, Equity, Inclusion, and Justice Committee, and the organization's Safety Committee.

### Minimum qualifications

- Minimum of five years of work experience and training in supervision, with demonstrated commitment to mentoring employee growth and development.
- Minimum of three years of experience in organization or program management, budget development/management and interpretation of financial information.
- Strong organizational skills and attention to detail.
- Experience improving, developing, and interpreting organizational policies and procedures.

- Strong skills in meeting planning, facilitation, professional communication, and follow up.
- Demonstrated proficiency with Microsoft Office applications (Word, Excel, Access, PowerPoint) and Google Suite.
- Positive attitude and excellent oral and written communication skills.
- Current U.S. driver's license and acceptable driving record.

### **Desired skills, abilities and experience**

- Experience managing three or more direct reports at the management level.
- Experience working in a nonprofit setting.
- Commitment to or training in Diversity, Equity, Inclusion and Justice topics, especially as they relate to the workplace and environmental conservation.
- Training or experience in human resources topics.
- Background in the field of environmental conservation, habitat restoration, ecological research, or environmental education.
- Graduate degree in nonprofit management, ecology, botany, wildlife biology or related field.
- Experience with successful grant proposal writing to government agencies and foundations.

### **How to Apply**

To apply for this position:

1. Complete the [online job application form](https://forms.gle/FbwZcQZ66pzixAxb8) (<https://forms.gle/FbwZcQZ66pzixAxb8>). You will need the following information:
  - a. Your contact information.
  - b. When you would be available to start work. Preference will be given to applicants able to start on or before August 20, 2021.
  - c. Contact information (phone and email) for three professional references (including at least one recent employer).
  - d. Answers to specific online questions (we recommend you complete these offline, then paste into the application form).
2. Email your letter of interest, resume, and a statement (up to 300 words) of personal or professional commitment to Diversity, Equity, Inclusion and Justice to [DDjob@appliedeco.org](mailto:DDjob@appliedeco.org) with "IAE Deputy Director" in the subject line of the email.

Applications must be received by June 7, 2021. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Non-U.S. residents must also include a copy of their work visa. Applications will be considered upon receipt until the application deadline.

**Questions may be addressed to:** Tom Kaye, Executive Director: [tom@appliedeco.org](mailto:tom@appliedeco.org)

**For more information about IAE,** visit our website [www.appliedeco.org](http://www.appliedeco.org).

*IAE supports diversity and equity, and we encourage applications from all groups of people. We recognize that the strength of IAE is in our people, and we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. IAE does not and will not discriminate in employment and personnel practices, and our commitment to equal employment opportunity applies to every aspect of the employment relationship.*