



TOGETHER FOR NATURE



NOW HIRING

Backyard Habitat Program Manager

Application Deadline: July 19, 2019

Job Title: Backyard Habitat Program Manager

Department: Conservation

Reports to: Conservation Director

Supervises: Backyard Habitat Program Coordinator, Contract Staff, Interns, Volunteers

Classification: Full-time, Exempt

Salary range: \$50-\$57.5k

Benefits Include:

- Medical insurance: 100% payment of premiums for medical and dental insurance, for employee
- Competitive leave benefits including vacation, sick, and family leave
- 401(k) 3% match plus annual fixed amount contribution
- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in one of the most beautiful forests in Oregon

About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitats. We are located in a 150-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland.

Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. Portland Audubon's Backyard Habitat Program Manager is expected to serve diverse audiences and help advance Portland Audubon's diversity strategies. More background on our diversity efforts can be found at audubonportland.org/about.

About the Backyard Habitat Certification Program

The Backyard Habitat Certification Program (BHCP) is a collaborative effort co-managed by Portland Audubon and Columbia Land Trust that has been operating since 2009. The program provides technical assistance, incentives, resources, and recognition to private property owners to naturescape with native plants, control noxious weeds, reduce pesticides, manage stormwater and be excellent wildlife stewards. Learn more about backyardhabitats.org.

Backyard Habitat Program Manager

Position Summary

The Backyard Habitat Certification Program Manager is responsible for managing all aspects of the Backyard Habitat Certification Program in partnership with a co-manager staffed by Columbia Land Trust. Strong applicants will bring a deep commitment and vision for collaborative community-based conservation, exceptional management and fundraising skills and strong background in natural resources. The unique partnership between Portland Audubon and Columbia Land Trust requires somebody who excels both in leadership and collaboration.

Essential Duties & Responsibilities

- **Strategic Planning and Implementation:** Work with Portland Audubon Conservation Director and other staff, primary program partner Columbia Land Trust, and external partners to build and expand program to effectively engage people across Metro Region in meaningful neighborhood scale conservation efforts.
- **Fundraising and Financial Management:** Develop and implement fundraising strategy, budget and administration to support the Backyard Habitat Certification Program. Includes administration of more than 20 grants and contracts, donations, fees and special events.
- **Partner Relationships:** Build and maintain relationships with primary partner, Columbia Land Trust, public agencies, municipalities, community based organizations, non-profits and private NGOs to support the program and ensure it is effectively integrated with local conservation initiatives.
- **Outreach:** Develop and implement strategies to effectively engage the public, especially marginalized communities, in the BHCP program including events, public speaking and presentations, social and other electronic media, and print resources.
- **Staff, Contractors, Intern and Volunteer Management:** Recruit, train and supervise staff, contractors, interns and volunteers to ensure adequate training, skill development and outstanding level of service. The program currently operates with four staff, 12 contractors and about 100 volunteers. Volunteers are managed by Portland Audubon, contractors are managed by Columbia Land Trust, and two staff coordinator positions are co-managed by the program managers.
- **Diversity, Equity and Inclusion:** Apply DEI lens to internal and external program activities and develop specific strategies for engaging marginalized communities, including low-income communities and communities of color. Co-lead DEI initiatives with co-program manager.
- **Tracking and Data Management:** Ensure accurate records are maintained for program participation and specific ecological metrics so that program efficacy can be regularly evaluated and improved. Maintain and enhance a sophisticated database for this purpose.
- **Integration with other Portland Audubon Program Activities:** Ensure that efforts of BHCP are well-integrated with other efforts within the Conservation Program and across Portland Audubon departments.

Preferred Skills & Experience

- Degree in natural resources, environmental education, or commensurate experience.
- At least 3 years experience managing a multi-faceted outreach program including strategic planning, program development and implementation, recruiting, hiring, training and managing teams of staff and volunteers, partnership building, or similar applicable experience.
- Exceptional financial management skills including budgeting, grant and contract negotiation and administration; proposal development, tracking, reimbursement/invoicing and reporting.
- Outstanding communication and outreach skills including development of innovative public engagement programs, writing of technical documents, grant proposals and reports, developing public outreach materials, blog and web content, social media, and delivering public presentations.
- High level of cultural competency and demonstrable commitment and experience advancing diversity, equity and inclusion goals
- Knowledge of Pacific Northwest flora and fauna, including identification of common native plants and noxious species found in the Portland Metro area, green stormwater management strategies, and pesticide alternative strategies.
- Administrative skills, including all Microsoft office applications, Google apps like Gmail, database management, and InDesign.
- Knowledge and experience managing websites.

Backyard Habitat Program Manager



Work Environment and Requirements

The work environment and requirements described below are essential to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

- Occasional work after-hours and weekends. Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.
- Engage in regular communication in-person as well as through electronic means.
- Routinely use computers, laptops, phones, and A/V equipment like projectors.
- Frequently traverse multiple office sites on main campus.
- Occasionally lift and/or move up to 10 pounds.
- Ability to work in a multi-functional setting with a variety of open and closed office spaces.
- Must have access to a current driver's license, access to a vehicle and be willing to drive around the region frequently.

Application

Portland Audubon does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>

How to Apply

Please email your cover letter, resume, and completed employment application* to jobs@audubonportland.org with subject: "Backyard Habitat Program Manager"

*Employment application available at www.audubonportland.org/about/jobs

EMAIL SUBMISSIONS PREFERRED

Submission via US Postal Service to: Keia Booker, Human Relations and Equity Manager
ATTN: Backyard Habitat Program Manager, 5151 NW Cornell Road Portland, OR 97210



Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

Portland Audubon has nearly completed two years of a five-year strategic plan. A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering staff to make positive changes in their environment and in Portland Audubon's culture.

Portland Audubon does not discriminate on the basis of race; creed; sex; sexual orientation; gender identity; age; religion; marital status; national origin or ancestry; political affiliation; citizenship; lawful immigration status; or mental, physical or medical disability; Veteran status; or liability for service in the United States Armed Forces.

This position is expected to serve diverse audiences and help advance Portland Audubon's diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>