

## **JOB ANNOUNCEMENT**

The Institute for Regional Conservation  
Assistant Director

### **Position Description:**

Founded in 1984, The Institute for Regional Conservation (IRC) is dedicated to the protection, restoration, and long-term management of biodiversity on a regional basis, and to the prevention of regional extinctions of rare plants, animals and ecosystems. IRC is a standard setter in applied conservation science, utilizing deep expertise in ecologic and restoration management for species conservation across fragmented landscapes. An intellectual leader in protected areas and land management in South Florida, IRC's forward-guard approach is now being tested in the Caribbean Basin and beyond. The Institute is a 501c3 organization.

IRC seeks a dedicated, entrepreneurial leader to steward its mission and to oversee daily business operations. This entails leading staff to restore ecological communities and protect endangered species; fostering public awareness of IRC's programs; and deepening and extending collaboration, research, and networking among government, academic and private land-owner partners.

The ideal candidate will have working knowledge of the science of restoration ecology, not for profit business practice, and experience with land management agency partnerships. The successful candidate will possess a recognized reputation in organizational management, proven leadership abilities, a high degree of autonomy and accountability while remaining a part of a larger team, a passion for biodiversity, clear evidence of successful working relationships with partners in both the public and private sector, and skills to represent the Institute effectively to stakeholders and to the public.

Minimum qualifications include: 1) a masters in conservation science (or commensurate experience); 2) demonstrated leadership in a broad spectrum of business management domains; 3) excellent written and oral communication skills; 4) computer proficiency in MS Office, accounting, statistical, and ArcGIS software; 5) a proficiency in grant writing and reporting; and 6) a valid vehicle operator's license, own vehicle and willingness to travel. Other formal management training (e.g. MBA or equivalent experience), online publishing, and wilderness travel experience are preferred.

Applications should include: 1) a letter describing the applicant's qualifications and experience related to the position; 2) a curriculum vitae; 3) names and addresses of three references; and 4) a one-page writing sample such as an abstract for a grant proposal, published paper, or a press release. Review of applications will begin on April 15, 2012, but applications will be accepted until the position is filled. Please email all application materials as pdf attachments to [Robert.Heinzman@gmail.com](mailto:Robert.Heinzman@gmail.com).

The position is accountable to the Executive Director. The position requires living in Southeastern Florida.

**Responsibilities:**

- Day-to-day operational management and development of IRC's conservation programs, including coordinating teams, setting priorities, and advising senior management on needs to be addressed.
- Liaise with contract partners and other stakeholders in the execution of projects, ensuring reliable invoicing, reporting, and relationship development.
- Provide/oversee operations, including HR, IT, and finance.
- Provide budgetary oversight and reporting to ED and Board of Directors.
- Work with staff to develop and carry out effective fundraising, communication, education, display, and public outreach related to plant conservation.
- Ensure application, acquisition of, and adherence to appropriate government permits and memoranda of understanding.

See our website for further details about our program:

<http://www.regionalconservation.org/>

Salary commensurate with experience; IRC is an Equal Opportunity Employer.

**Closing date for applications:** Application review will begin April 15, 2012.