



**BORDERLANDS
RESTORATION
NETWORK**

Job Description: Watershed Restoration Program Director

Department: Programs

Reports to: Executive Director

Job Family: Program Management

Job Classification: Exempt, Full-time, 36 hrs per week

Job Level: Director I

Rate Range: 9

Summary Description

This position serves as the program lead for the Watershed Restoration Program (WRP). Responsibilities include planning and implementing restoration projects within the Borderlands Wildlife Preserve and public and private land on both sides of the US - MX border region. The WRP Director, with the support of the Executive Director, develops, manages, and implements projects in close collaboration with other Borderlands Restoration Network programs and external partners, as well as leads grant research and writing in support of the program.

Supervises: Watershed Restoration Program Coordinator, Watershed Restoration Technicians and Crew Lead, Borderlands Wildlife Preserve Manager

Geographic Location: The Watershed Restoration Program is based in Patagonia, AZ. The WRP Director must be located in Patagonia or close enough to be physically in Patagonia during program execution.

Duties and Responsibilities:

1. Watershed Restoration Project Development
 - Identify priority areas for program implementation and/or expansion
 - Lead landowner outreach to develop community support for new projects
 - Identify and seek funding for restoration projects
 - Complete grant applications
 - Develop project materials such as maps, site photos, and site plans
 - Develop project implementation plans
 - Develop cost estimates and project budgets
 - Ensure appropriate state and federal permits are obtained before conducting restoration work

2. Watershed Restoration Project Implementation

- Secure project permits and clearances (local, state, and federal)
- Lead contracts preparation, hire, schedule, and supervise contractor and work crews
- Lead hiring for directly supervised staff and participate in hiring other staff
- Execute project plans in a timely and cost-efficient manner
- Lead the development and implementation of monitoring protocols

3. Grant Administration & Communications

- Research, track, and maintain accurate records and grant deadlines in Instrumentl and organizational group drive
- Work with administrative staff on grant invoicing
- Track multiple project budgets
- Write progress and final reports
- Work with internal communications staff to provide timely and accurate program and project updates for social media, print newsletter articles, annual report, website, and other communication needs that also support fundraising efforts

4. GIS Technical Support

- Develop maps, site photos, and site plans for WRP projects, proposals, and communications
- Support the development of maps for all BRN programs and other partners and provide other GIS technical support as needed

5. Outreach & Program Administration

- Represent BRN and partners at local and regional meetings and conferences
- Participate in regular staff meetings and planning groups
- Support BRN's educational programs by participating in curriculum development and serving as instructor/teacher for components relating to this position's skillset
- Assist with communicating and developing outreach materials
- Deliver presentations to diverse audiences
- Maintain strong working relationships with government officials, community leaders, and other decision-makers to ensure ongoing support
- Develop and execute a plan for evaluating all components within the scope of this position
- Provide peer-to-peer mentoring and training in technical skills

Requisite Education & Experience

1. Bachelor's degree in ecological restoration, range management, ecology, or closely related field or equivalent combination of education and related experience
2. Five years of experience in a closely related field, at least two of which included responsibility for program or project management and staff supervision
3. Knowledge of local ecosystems and conservation challenges
4. Grant writing and administration experience

Required Skills, Knowledge, and Abilities

1. Experience designing and implementing restoration projects/nature-based solutions
2. Strong written and oral communication skills
3. Personal qualities of integrity, credibility, and a commitment to and passion for BRN's mission
4. Proficiency with GIS and other mapping software
5. Proficiency with Microsoft Office (Word, Excel, PowerPoint) and Google Suite
6. Ability to work collaboratively and independently
7. Experience supervising staff and volunteers
8. Experience working with hand tools
9. Possess a current passport or the ability to obtain one
10. Valid Driver's license and reliable personal vehicle

Desired Skills, Knowledge, and Abilities

- Knowledge of watershed/erosion-control restoration techniques
- Knowledge of local flora and fauna and restoration practices
- Bilingual in Spanish/English preferred, but not required

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The employee needs sufficient strength, agility, and mobility to perform essential functions and to supervise and participate in restoration activities in a wide variety of indoor and outdoor locations, including loose, uneven ground.
- The employee must be able to hike various distances to sometimes remote work locations
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit, reach, and must be able to move around the work environment.
- The employee must be able to lift and/or move up to 30 pounds.
- The noise level in the work environment is usually moderate.

Borderlands Restoration Network is an equal opportunity employer that works in the culturally diverse, multinational borderlands. We invite and support strong voices from diverse groups of people to join us as board members, staff members, and volunteers. As an organization, we will consider all applicants without regard to race, ethnicity, economic circumstances, religion, sex, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status. For more details on how we practice equity, inclusion, and justice in our work please click [here](#).

Last updated: Sep 19, 2023