

Diablo Trust

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Position Announcement

The Board of Diablo Trust is seeking applications for full-time **Program Manager** with duties of overseeing the coordination and administration of the Diablo Trust's ongoing program, including planning, organizing, implementing, staffing, leading, collaborating, fundraising, and reporting on program activities.

- The position duty station is an office in the Peterson Building on NAU campus. A majority of work will be done at the office, with time also spent in local meetings and with activities on the land.
- The job will start August 7th with two to three weeks of training with our current Program Manager, Jeremy Kroner. Training will be completed by Friday, August 31.

Organization: Diablo Trust

Diablo Trust is a 501(c)(3) land management team created in 1993 to promote the social, biological, and economic sustainability of 426,000 acres of open space comprised of intermingled federal, state and private lands southeast of Flagstaff, AZ, by engaging in a collaborative stewardship process that is in harmony with the natural environment and broader community. The phrase "*Learning from the land and sharing our knowledge, so there will always be a West*" captures our mission.

Job Overview

The Program Manager (PM) is the face of Diablo Trust (DT). The PM operates with minor supervision and great autonomy, using a knowledge of DT's history to achieve DT's goals by running the organization as a forum for active community participation in a very diverse collaborative land stewardship process. The PM will be involved within the regional natural resource community, also able to extend involvement into many areas of personal interest. The PM must be a self-starter with high motivation, creativity, desire and ability to learn through on the job training, and able to foster a collaborative work atmosphere among persons of highly variable backgrounds and interests. The PM is often expected to attend meetings and events of other organizations and agencies in and around northern Arizona. This position reports to the President of Diablo Trust and works closely with its Operations (OPS) team and Committee members.

Primary Duties and Responsibilities

1. **Plans & Reports**: Keep strategic plans current; write and update reports
2. **Filing**: Keep an organized office; archive long-term study records, photos, and education materials
3. **Supervision**: Supervise any interns and volunteers that may be assigned to or work with DT
4. **Finance**: Keep budget and accounts current; work with bookkeeper and CPA; pay bills and payroll; provide regular budget reports to DT leaders
5. **Fundraising**: Spend at least 10% of time on grant writing, annual appeal letters, fundraisers, sponsors, and donor recruitment
6. **Mailing list**: Keep our 1000+ person mailing list current; perform regular surveys of the mailing list and community; keep list of collaborators current
7. **Communications**: Initiate and respond to regular phone, email, and social media traffic; proactively contact the President, OPS team members, volunteers, and collaborators
8. **Meetings**: Organize, prepare agendas for, and facilitate meetings of the Board, OPS team, committees, and interagency and public groups; keep meeting minutes and send to DT leaders
9. **CROP Meetings**: Organize DT's biannual Collaborative Resource Operations Plan (CROP) meeting between ranch owners, US Forest Service, AZ State Land Department, and other agencies
10. **Annual Meeting**: Organize the large February DT Annual Meeting with expert guest speakers
11. **Events**: Create, organize, and recruit participation in meetings, events, and activities aimed at getting the participation of a wide diversity of persons in work projects and educational functions. Events include:
 - Annual Campout • Annual Christmas Party • Days on the Land (work and/or education)

12. Calendar: Maintain an annual calendar of events; to achieve good attendance, promoting events widely through email, social media, and business and personal contacts
13. Newsletter: Spend about 20% of time on planning, writing and producing an approximately 16-page newsletter every four months; include relevant photography and artwork; conduct interviews; write articles and reviews; solicit articles from DT and local authors; find relevant articles; solicit sponsorships
14. Public Outreach: Place heavy emphasis on maintaining a collaborative forum of ranchers, agency personnel, academics/students, NGOs, and community members; keep the DT informational brochure current; develop public outreach materials; write and distribute press releases; interview for the media; maintain the DT website; facilitate book and video events with the public
15. Committees and Projects: As needed, help to form and direct committees and projects for Wildlife, Ranching, Recreation/Sportsmen, Land Projects, and Education; coordinate and document on-the-ground project progress and accomplishments; keep maps current; seek out and create new programs of value to DT's mission
16. Science and Monitoring: Assist our Forage Resource Study Group (FRSG) in collecting data; assist Northern Arizona University programs and others to carry out research on and around the ranches; archive data and reports in office computer

Required Skills, Knowledge and Attributes

1. A competent self-starter with a high level of initiative and creativity; dependable, flexible, energetic, a sense of humor, and positive attitude.
2. Ability to work with limited supervision, with a collaborative team, and remedy issues independently.
3. A basic understanding of ecological processes with a genuine passion for conservation.
4. Great people skills with natural ability to connect to people from a wide range of backgrounds and attitudes – able to do so by phone and correspondence as well as in person.
5. Strong analytical and organizational skills, including ability to manage and prioritize multiple projects efficiently, and set and meet deadlines.
6. Attention to detail with high standards for both internal and external communications.
7. Clear and accurate writing and editing skills; good public speaking skills.
8. Excellent capabilities in word processing and spreadsheet management, using Mac OS and other third-party software programs.
9. Interest in keeping abreast of trends in nonprofit management, membership development, and media.
10. Own a private vehicle with a valid Arizona driver's license

Ideal Candidate

1. Bachelors degree and relevant nonprofit and/or business experience
2. First hand knowledge of agriculture or land-based business operations
3. Experience with graphic design
4. Experience in membership development, including fundraising and/or grant writing
5. Experience managing social media channels for a brand, especially on Facebook and Twitter

Salary, Vacation and Benefits

Salary: This is a full-time, 40 hour/week position, with flexible hours, starting at \$38,000/year. Working evenings and weekends is expected.

Vacation: First 2 years: One week of paid vacation and one week of unpaid vacation. Years 3-5: Two weeks of paid vacation and one week of unpaid vacation

Benefits: Health insurance is *not* provided by DT and is the responsibility of the employee

To Apply

Please send a resume, letter of intent, and contact information for three references: two professional (past/current employers) and one personal (no friends or family) as .pdf documents to info@diablotrust.org with "Program Manager search" in the subject line. *No phone calls or snail mail, please.*

Closing Date

Applications will be accepted until **5:00PM (MST), Friday, July 13.**