



**CATALINA ISLAND
CONSERVANCY™**

Search Conducted By



CHIEF PROGRAMS OFFICER

Catalina Island Conservancy seeks a strategic, transformative Chief Programs Officer to lead the vision and management of its conservation, education, and recreation programs.



ORGANIZATION BACKGROUND

The Catalina Island Conservancy stewards the Island's resources through a balance of conservation, education, and recreation. Just off the densely populated Southern California Coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth. The Conservancy protects and restores vulnerable habitats on 88% of Catalina Island's 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

For more than 50 years, the Conservancy has maintained the integrity of one of the most important island ecosystems on Earth, modeling the ways successful ecosystem management can coexist with opportunities for nature recreation inclusive of people of all backgrounds and abilities.

Through multiple facilities and programs, the Conservancy offers recreational experiences and education for the 300,000 annual visitors to its "Wildlands Ecosystems" and nearly 1.2 million visitors to other parts of the Island. Our recreation, educational engagement, service opportunities, and partnerships connect the Island's unique resources to people's lives, inspiring environmental stewardship and action.



OUR VALUES

The Conservancy's values not only reflect the importance of Catalina Island's ecosystems as natural wonders, but also of the people who enjoy and steward this incredible place.

Place

- We value Catalina Island ecosystems as natural wonders and havens for native species. Catalina Island is a place of enjoyment and respite, and a treasured piece of California history.
- We believe that exemplary stewardship of Catalina Island should be a successful balance of conservation, environmental education, and recreation, where each is pursued in ways that enhance the other.
- We are committed to make Catalina a model to address solutions to environmental challenges and shape a sustainable future.

People

- We believe that people from all backgrounds should have access to a welcoming, safe, and enjoyable experience on Conservancy lands.
- We believe that exemplary nature-based recreation and education are powerful vehicles for engaging people in stewardship of natural and cultural resources on Catalina and beyond.
- We understand that providing the systems and supports for the wellbeing of the Conservancy's employees and their families is critical to success.
- We believe that it is our responsibility to serve the residents of Catalina Island and greater Los Angeles County/Southern California.
- We recognize the importance of the history and culture of past, current, and future residents of Catalina Island.
















POSITION OVERVIEW AND RESPONSIBILITIES

The Conservancy seeks a visionary, strategic leader to serve as its first-ever Chief Programs Officer and steward the organization's programmatic vision, goals, and implementation. This role will oversee all program strategy and development and provide executive management of the Conservancy's conservation, education, and recreation divisions.









FOCUS AREAS

LEADERSHIP AND STRATEGY

-  In close coordination with the President & CEO and senior management team, lead the organization's strategic planning, program delivery, and management within and across the Conservancy's programs (conservation, education, and recreation).
-  Ensure that all program planning, budgeting, implementation, and evaluation are aligned with and support the Conservancy's goals, including its Diversity, Equity, Accessibility, and Inclusion (DEAI) plan, and fulfill contract and partnership obligations.
-  Lead and participate in strategic development for organizational programs and identify potential funding opportunities, including grants and contracts.
-  Serve as a key leader in sharing the Conservancy's stories and shaping compelling and fundable initiatives.
-  Represent the organization to agencies, partners, and the community, and represent the organization in high-level forums when the President & CEO is unavailable.
-  Effectively manage relationships at all levels and strategically cultivate partnerships with key stakeholders, including government agency managers, executive decision-makers, partner conservation and diverse community organizations, and academia.
-  Demonstrate an outstanding ability to compellingly communicate the organization's goals, objectives, activities, and outcomes to partners, funders, and the community.
-  Develop, facilitate, and contribute to highly effective communications products such as reports, publications, presentations, articles, tours, and meetings.
-  Lead and facilitate the budget development process for all programs in close collaboration with the finance and accounting team.
-  Play a lead role in the annual organizational goal-setting process.
-  Participate in development and implementation of organizational policies and procedures.
-  Collaborate closely with management and leadership in other areas of the organization as a key part of the senior leadership team.
-  Participate in professional development opportunities such as relevant conferences, workshops, and so on, to share Conservancy lessons and models.



STAFF MANAGEMENT

-  Develop, manage, and mentor the Director of Conservation, Director of Education, and Director of Recreation to deliver outstanding results on the Conservancy's programs, projects, and commitments.
-  Build, manage, and retain a diverse team that brings a variety of strengths, perspectives, and experiences to the organization.
-  Motivate, lead, set objectives, and manage the performance of direct reports and all team members. Provide expert assistance and guidance on troubleshooting program and staff performance challenges.
-  Provide regular feedback so supervisory staff can continuously improve their professional skills, including supervision and mentoring.
-  Provide guidance and training to direct reports and other team members on engaging in proactive planning to improve program management.
-  Represent the Conservancy and its policies and procedures to employees and ensure they are upheld.
-  Create and support a high-performing, collaborative culture among programs and team members.
-  Demonstrate and lead effective communication and interaction among team members.



PROGRAM MANAGEMENT AND DEVELOPMENT

-  Supervise and ensure the coordination, integration, and delivery of outstanding results in all program areas.
-  Exhibit and promote collaborative relationships between program areas and business operations, and continually ensure that relationship expectations of partners, funders, and stakeholders are fulfilled or exceeded.
-  Partner with the development team to engage with donors and prospective donors, corporate sponsors, and individual grant makers.
-  Actively participate or lead as appropriate in obtaining funds, grants, and new business. Monitor and respond to requests for proposals and applications in partnership with the senior management team.
-  Supervise and closely monitor programmatic and capital operations and budgets with the finance and accounting team to ensure sound fiscal and system management.
-  Partner with the communications team to provide support and thought leadership on creative content storytelling marketing and social engagement.
-  Lead and supervise the development and establishment of clear annual program goals and objectives in collaboration with the senior management team, directors, and program managers.
-  Ensure the delivery of annual and longer-term program goals and outcomes. Analyze and assess programs based on data collected to inform programmatic decision-making and implement corrective or adaptive measures if required.
-  With human resources, determine and implement staffing plans to achieve program goals and objectives and conduct or participate in timely hiring decisions for new program staff.
-  Develop new strategies and programmatic elements as appropriate to deepen the impact and raise the visibility of Conservancy programs.
-  Develop and manage program systems, processes, and techniques to improve program outcomes.



DESIRED EXPERIENCE AND COMPETENCIES

This is an extraordinary opportunity for a talented leader with extensive experience leading, managing, and implementing programs and developing strategic plans for nonprofit organizations. This is a high-profile position combining both internal and public-facing responsibilities representing the Conservancy's brand, values, and character.

The ideal candidate is a high-performing executive with experience setting objectives, improving program outcomes, and leading and supervising a growing team. This senior executive will also oversee the organization's day-to-day program operations, ensure fiscal and system management, and implement the organization's vision, policies, and goals.







COMPLEXITY AND PROBLEM SOLVING

-  Able to function and thrive within a complex, multi-goal (conservation, education, recreation) organization with diverse professional staff (scientists, operations professionals, visitor experience managers, marketing and public relations)
-  Knowledge and experience in one or more of the Conservancy's program areas: ecosystem restoration and conservation, monitoring and research, visitor services, environmental education and interpretation, community engagement, and outdoor recreation
-  Able to think critically and creatively to develop solutions to complex environmental education, cultural change, conservation, facility operations and land use problems
-  Ability to adapt and respond to unexpected or unplanned educational, ecological (e.g. fire, drought, new invasions) or programmatic (e.g. changes in organizational priorities or funding) circumstances while still progressing towards core program objectives
-  Solid understanding of the social, legal, and ecological basis for land management policies that influence ecosystem restoration and management decisions
-  Ability to analyze diverse facts and develop clear, concise reports and recommendations
-  Familiarity with local ecology in the Conservancy's operational area is strongly desired

EXPERIENCE AND EDUCATION

-  Demonstrated senior-level experience managing staff and programs, including performance management, professional development, and mentorship
-  Comprehensive working knowledge of annual and long-range program planning, organizational structure and function, and program and project budgeting
-  Bachelor's degree in environmental studies/science, environmental education, ecology, social sciences, or similar required; graduate or professional degree strongly preferred
-  At least eight years of leadership experience in a related field, successfully overseeing multiple programs or contracts
-  Business acumen and financial management experience
-  Proposal and report writing experience
-  Nonprofit management experience is highly desired

LEADERSHIP SKILLS AND QUALITIES

-  Adaptable, team-oriented leadership style
-  Highly collaborative with both colleagues and external partners
-  Extraordinary proficiency in verbal and written communication, including translating complicated concepts, ideas, and objectives to casual or unfamiliar audiences
-  Passionate results orientation and focus, including success in managing multiple objectives simultaneously
-  Ability to identify and analyze problems and implement solutions
-  Composed and collaborative approach to addressing challenges
-  Respond to and effectively manage ambiguity
-  Exceptional teamwork orientation
-  Strong self-motivation and personal initiative
-  Strong critical thinking and evaluation
-  Strategic thinking, including resourceful creativity and flexibility
-  Sound decision-making based on knowledge and experience
-  Work in and ensure a safety-aware environment
-  Excellent time management skills
-  Unquestionable integrity and ethical conduct
-  Continuous learning and improvement approach



COMPENSATION

This is a full-time, exempt, benefit-eligible position. The anticipated annual salary range for this position is \$180,000–\$210,000, commensurate with experience.

The Conservancy offers a comprehensive benefits package, including medical, vision, and dental insurance, flexible spending account, employee assistance program, disability and life insurance, a 403(b) plan, and generous paid time off.

LOCATION AND REQUIREMENTS

The Chief Programs Officer will work from the Conservancy's headquarters in Long Beach, CA, with frequent travel to the Island. Periodic remote work is possible. Evening or weekend work may be required to complete duties, participate in events, and respond to emergencies. The position is primarily office-based, with occasional work outdoors in all weather conditions, including heat, direct sun, wind, rain, and cold. Candidates must be able to use office equipment such as computers and printers 90% of the time. The ability to occasionally lift and move objects up to 25 pounds is also required.

TO APPLY

Please visit potrerogroup.com/catalina and select "Apply Here." Applications should include a resume and a cover letter describing your qualifications that match the position criteria and what you will bring to the role.

START DATE

Mutually agreeable start date.



ADDITIONAL INFORMATION

More information on Catalina Island Conservancy can be found at catalinaconservancy.org.

For additional information regarding this opportunity, please contact:

Cleveland Justis
Founder and CEO, Potrero Group
at cjustis@potrerogroup.com.



Catalina Island Conservancy is an Equal Opportunity Employer

The Conservancy is an Equal Opportunity Employer and is committed to complying with all applicable laws providing equal employment opportunities.



Potrero Group is honored to coordinate this search on behalf of Catalina Island Conservancy. We support innovative leaders and organizations making a difference in the world by providing rigorous strategy and business planning, organizational effectiveness, and nuanced search services to mission-driven organizations. We are committed to equitable and inclusive practices in all of our work.

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