

### **Organization Overview**

Allegheeny County Conservation District (ACCD) is part of a national regulatory network tasked with the mission to protect, conserve, promote and improve our natural resources. ACCD is an innovative Conservation District with a diverse program portfolio including urban and rural agriculture, stewardship of and improvements to watersheds and wetlands, and state delegated regulatory enforcement of PA Chapter 102 and 105 Acts which protect soil and water.

### **Position Overview**

ACCD is looking for an organized, approachable individual who can manage multiple tasks and effectively direct others while maintaining a positive can-do attitude. This is an opportunity for someone with proven management and operations experience to grow with the ACCD team. The Assistant Director will be the internal facing operations counterpart to the Executive Director, responsible for day-to-day staff management and will work closely with key staff to achieve the vision outlined in the strategic plan. This position reports to the Executive Director and is a significant member of the Leadership Team.

### **Position Responsibilities**

- Day-to-day staff and operations management.
- Direct oversight of two staff, with additional responsibility and authority to oversee project management timelines for the Leadership Team that ensure milestones are met in a timely and accurate manner. The number of direct reports is expected to grow over time.
- Ensure resources and staff work plans are aligned to achieve strategic vision.
- Dynamic project management, lead teams and complex projects.
- Assist with development and implementation of organizational policies.
- Conduct benchmarking research at an appropriate depth and synthesize information into reports and recommendations.
- Must be able to motivate, delegate and communicate effectively with staff.
- Understand and monitor budgets, finances and business contracts.
- Attend Board meetings and serve on committees relevant to organizational priorities.
- Other duties as assigned.

### **Competencies and Attributes**

- Enjoy cultivating knowledge and serving as a resource for staff, providing guidance and insight on issues related to operations and achieving strategic plan priorities.
- Confident, informed and timely decision making.
- Ability to work independently, accurately and with attention to detail to achieve goals.
- Strategic and critical thinking, ability to connect the dots.
- Fair, consistent, active listener.



- Naturally curious with an appetite for learning and integrating emergent knowledge into operations planning.
- Good time management and ability to hold staff accountable.
- Flexible and adaptable to changing needs and priorities.
- Ability to connect and collaborate with diverse individuals.
- Enjoy working with people and have a good natured tolerance for appropriate interruptions.

### **Qualifications**

- 5-7 years' experience acting as a Direct supervision of staff and/or leading teams.
- 5-7 years' experience with Operations oversight (including familiarity with HR, Finance and Organizational Policy)
- College degree or exceptional progressive professional experience in business management, non-profit management or an environmental science field.
- An understanding of ecological concepts is desired.
- Demonstrable and extensive project management experience, including process improvements.
- Exceptional organizational skills including managing multiple priorities.
- Ability to understand budgets and team dynamics.
- Outstanding written and verbal communications.
- Computer literacy and ability to learn new systems quickly.

### **Compensation Overview**

ACCD offers a competitive total compensation package including a 3% Simple IRA match, health insurance with family coverage, generous paid vacation and sick time, short and long term disability insurance and life insurance, as outlined in the ACCD Employee Manual.

### **ACCD is an Equal Opportunity Employer**

ACCD is an EOE employer and does not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin, ancestry, disability, marital status, sexual orientation, or military status in any of its activities or operations. ACCD follows Pennsylvania's at-will employment policy. People of diverse backgrounds are encouraged to apply.

Applicants must provide references upon request and pass a background check as a condition of employment. These are two factors in determining candidacy.

To apply, please send a cover letter describing your interest along with a resume with 'Assistant Director' in the subject line to [resumes@accdpa.org](mailto:resumes@accdpa.org). The position will remain open until filled.

