

JOB DESCRIPTION



POSITION TITLE	Healthy Cities Program Manager
JOB TITLE	Program Director I
JOB FAMILY	Conservation
JOB NUMBER	250005
SALARY GRADE	7
STATUS	Salaried
SUPERVISOR	Healthy Cities Program Director
LOCATION	Phoenix, Arizona (in the Phoenix office; or hybrid)
DATE	Revised: May 2022

A LITTLE ABOUT US

Founded in 1951, the Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, on-the-ground solutions to our world's toughest challenges so that nature and people can thrive together. We are tackling climate change, conserving lands, waters and oceans at unprecedented scale, providing food and water sustainably and helping make cities more sustainable. One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. Working in 72 countries, including all 50 United States, we use a collaborative approach that engages local communities, governments, the private sector, and other partners. To learn more, visit www.nature.org or follow @nature_press on Twitter.

YOUR POSITION WITH TNC

The Healthy Cities Program Manager works directly with the business unit's Healthy Cities Program Director to advance the Healthy Cities Program's long-term vision and innovative, high impact strategies that equitably build cool, healthy, and climate-resilient cities in Arizona, with a focus across the Phoenix Metro Area. The Healthy Cities Program Manager will focus on advancing the Conservancy's work to make a strong economic case for public and private investment nature-based solutions that mitigate heat to benefit people, nature and the economy. They will lead the implementation of key strategies and projects that will create the enabling conditions to mainstream the use of nature-based solutions that reduce heat such as urban tree canopy cover and green stormwater infrastructure. The Healthy Cities Program Manager will focus on removing implementation barriers and making a strong economic case for private sector investment in nature-based solutions. The goal is to increase tree canopy cover in frontline communities in the 10 large municipalities in the Phoenix Metro Area.

ESSENTIAL FUNCTIONS

The Healthy Cities Program Manager will establish the Conservancy as a major conservation partner in the Phoenix Metro Area with key stakeholders in the private sector, academia, community-based organizations, municipal and county government. The Healthy Cities Program Manager will build new partnerships and foster existing relationships to broaden the constituency of supporters for increasing urban tree canopy cover in frontline communities. They will oversee the implementation strategies to increase public and private investment in nature-based solutions that mitigate heat across the Phoenix Metro Area. May supervise other staff member, volunteer, vendor and/or contractor. Essential functions include, but are not limited to:

- A. Strategy Development and Implementation (approximately 25%)
 1. Lead implementation of strategies identified in Healthy Cities Program Strategic Plan, particularly those strategies focused on engaging the private sector (e.g. real estate developers)
 2. In collaboration with the Healthy Cities Program Director, develop detailed Healthy Cities 3-year business plan
 3. Track and report progress toward Healthy Cities Program targets, learn, and rapidly evolve and adapt, as needed.
- B. Building and Sustaining Relationships (approximately 25%)
 1. Develop, steward and advance key strategic partnerships, particularly with the private sector
 2. Play a leading role in building strategic partnerships with academia and scientific community to fill science gaps and make a strong economic case for increasing public and private investment in nature-based solutions
- C. Project Management (approximately 35%)
 1. Oversee day-to-day project management activities including coordinating multiple projects, developing and tracking project work plans, partner grant agreements, as well as tracking project expenditures and timelines.
 2. Develop and manage vendor contracts, including reviewing and tracking deliverables
 3. Develop and implement projects and innovative nature-based solutions that reduce heat and improve air quality in partnership with the private sector, academia, government agencies, conservation partners, consultants, and others.
- D. Other (15%)
 1. In collaboration with the Healthy Cities Program Director, work with the Development team to raise funds for projects including developing proposals, reports, presentations and cultivating donors.
 2. Represent the Conservancy in public forums and represent the Conservancy with the private sector, academic community, government agencies, media outlets and the general public.
 3. In collaboration with the Marketing team and Healthy Cities Program Director, develop marketing and communication materials to raise awareness about nature-based solutions and best practices that mitigate heat.
 4. Other duties as required.

RESPONSIBILITIES & SCOPE

- Foster existing partnerships and build new ones, particularly with the business community
- Identify opportunities to collaborate across functions within the business unit and North America region to best utilize staff resources and best align with the Conservancy's Shared Conservation Agenda.
- Recruit and manage high quality and effective multi-disciplinary contractors and interns, with possibility of hiring and supervising staff members as the Program grows.
- Establish and maintain optimal standards of performance for projects while controlling costs and tracking project expenditures
- Collaborate closely and provide support to Healthy Cities Program Director and Development team to ensure public and private funds are raised to meet program needs.
- Build cooperation with the private sector, government agencies, academia, conservation partners, and others to accomplish program goals.
- Actively participate in the Conservancy's North America Cities Program Network and other related teams; collaborate with other cities' leads in the network to exchange best practices and learning in urban conservation.
- Resolve routine problems independently; consult supervisor to develop plans for resolution of unusual or complex problems.
- May require frequent local travel and evening and weekend hours.
- May work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances.
- Frequently makes independent decisions based on analysis, experience, and context.
- Ensures that The Nature Conservancy's Youth Safety policy is adhered to when there are any activities that may include youth.
- Be willing to travel, work overtime, and work evenings and weekends as needed.
- Travel will include around the Phoenix area on a regular basis; occasionally other locations in Arizona and in U.S. (retreats, training, etc.).
- Work environment involves only infrequent exposure to disagreeable elements and minor physical exertion and/or strain.
- Lift, move, push, pull 20 pounds on a regular basis.

MINIMUM QUALIFICATIONS

- BA/BS degree and 5 years' experience in conservation practice or equivalent combination of education and experience.
- Experience working in or in partnership with the private sector, academia, conservation partners, non-profit partners, donors, and/or government agencies.
- Experience managing complex or multiple projects, including staffing, workloads and finances under deadlines.
- Experience negotiating.
- Experience with current technology such as the full suite of Microsoft applications: Outlook, Word, Excel, PowerPoint; and databases.
- Valid driver's license.
- Youth qualified within initial 30 days of employment; yearly thereafter

DESIRED QUALIFICATIONS

- Demonstrated experience working with the private sector (for example real estate developers) in Greater Phoenix
- Experience working in or with local, county, state or federal governments in Greater Phoenix.
- Supervisory experience, including motivating, leading, setting objectives and managing performance.
- Fluency in Spanish
- Multi-cultural or cross-cultural experience appreciated.
- Knowledge of current trends in urban resilience/sustainability policy, practice, and projects.
- Knowledge of current trends, practices, methods and standards of urban conservation, including urban forestry, green infrastructure, stormwater management, urban planning, etc.
- Ability to communicate clearly via written, spoken, and graphical means in English and Spanish.
- Demonstrated experience in fundraising.
- Politically savvy.

ORGANIZATIONAL COMPETENCIES

Builds Relationships	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
Collaboration & Teamwork	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
Communicates Authentically	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
Develops Others	Takes ownership to help develop others' skills, behaviors, and mindsets to help them maximize their workplace contributions.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of all genders with diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.

Drives for Results	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
Leverages Difference	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
Systems Leadership	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

This description is not designed to be a complete list of all duties and responsibilities required for this job.

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