



## Deputy Director Position Description

Title: Deputy Director

Reports To: Executive Director

Classification: Exempt

Location: Remote, with national travel as needed

Duration: Year-Round

Time: Full Time

Starting Salary: \$60,000 - \$75,000 DOE

Supervisory: Yes

Benefits: 4 weeks paid time off per year, 2 weeks end of year time off, federal holidays, health and dental insurance reimbursement, simple IRA with 3% employer match.

### **Society for Wilderness Stewardship**

The Society for Wilderness Stewardship (SWS) is a non-profit organization seeking to promote excellence in the professional practice of wilderness stewardship, science, and education to ensure the life-sustaining benefits of wilderness. We achieve this through the implementation of our three primary programs, Wilderness Fellows, Wilderness Workshop and Wilderness Training. We are currently working on adding programming in towns adjacent to wilderness areas and wilderness functionality as an aid to climate resilience.

### **Position Overview**

The Deputy Director oversees all of the day-to-day activities of SWS. The Deputy Director will work closely with the Executive Director to manage the organization internally. In addition, the Deputy Director will spend time traveling to visit partners and members, hold events, and liaise with employees.

### **Primary Responsibilities**

#### **Organizational Management**

Partner with the Executive Director in essential internal firm leadership activities (human resources, administration and organizational planning).

Identify best practices and improve internal systems with an eye towards quality mission delivery and budget realities.

Contribute to short and long-term strategic planning and the identification of potential new markets and lines of business and funding opportunities.

#### **Staff Management**

Act as a mentor and coach to all SWS employees.

Recruit, hire and supervise all SWS staff at program and coordinator levels.

Structure and lead programs and SWS employees to deliver outstanding work.

Support staff in tracking and completing all tasks.  
Create a program culture of excellence, grace, and fun.  
Manage risk for all programming, and put adequate precautions in place to set all programming up for success.

#### **Administrative Management**

Create administrative manual governing administrative tasks and internal controls  
Manage payroll  
Manage employee onboarding and separation processes  
Prep accounting systems for audit  
Liaise with HR, payroll and bookkeeping contractors  
Grants and Agreements  
Reporting

#### **Partner & Membership Management**

Build and maintain strong partner relationships; exceptional relationship builder.  
Hold regular meetings with SWS partners.  
Represent SWS in public venues and conferences.  
Manage the SWS member database, member onboarding, and member retention.  
Manage all membership communications.

#### **Events Management**

Work with the Executive Director to plan and implement the annual National Wilderness Workshop.  
Create and implement a series of pint nights.  
Develop and implement member trips.  
Manage all advertising and communications regarding events.  
Manage all online event platforms.

#### **Other Duties**

Engage in and attend staff meetings, events and retreats.  
Program Development  
Partnership Building  
New Initiatives  
Coordination with WCM Core Team  
Others, as assigned

#### **Key Qualifications**

3-plus years in a nonprofit organization.  
Highly intelligent with an educational background in the conservation, preservation or environmental sector.  
Track record delivering superior results, commanding respect, and assuming leadership roles.  
Success in roles requiring execution of multiple tasks while responding to multiple priorities.  
Proven ability to work with efficiency, flexibility, and good humor.  
Demonstrated ability to build and maintain relationships with a wide array of people – junior and senior, agency, academic and nonprofit, and from diverse background.  
Proven commitment to equality and inclusivity.  
Operates with excellence in mind in all matters.  
Outstanding communication and interpersonal skills.  
Passionate about SWS' mission and impact.  
Transparent, direct and with substance.  
Self-starter, self disciplined.  
Spark, imagination, creativity.

Remains focused in the face of pressure, delivers against timelines, not intimidated by tasks/time limitations.

To Apply: E-mail a resume and cover letter to Heather MacSarrow at: [h.macslarrow@wildernessstewardship.org](mailto:h.macslarrow@wildernessstewardship.org). The position is open until filled, with applicant review beginning August 15, 2022.

Essential Functions: Employee may be required to sit, stand, and lift objects up to 50 lbs. Employee may be required to travel and camp in the backcountry, and to drive or fly to remote project locations.

**The Society for Wilderness Stewardship is an equal opportunity employer.**

All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status.