



The voice of fish and wildlife agencies

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POSITION DESCRIPTION

- Position Title:** Director of Leadership Development
- Position Location:** Association of Fish and Wildlife Agencies Offices @ National Conservation Training Center, Shepherdstown, WV
- Reports To:** Director of Operations
- Job Type:** This position is full-time/exempt; funded jointly by a Multi-State Conservation Grant of the Association of Fish and Wildlife Agencies' (AFWA), support from the U.S. Fish and Wildlife Service through NCTC, and the National Conservation Leadership Institute (NCLI).
- AFWA Background:** The Association, founded in 1902, represents North America's fish and wildlife agencies. It promotes sound management and conservation and speaks with a collective voice on important fish and wildlife issues. The Association is a nonprofit, 501(c)(6) association. See www.fishwildlife.org for more information.
- AFWA's leadership development programs, including the renowned National Conservation Leadership Institute (NCLI), were developed to fill demonstrated leadership development needs in our member agencies and conservation partners and have grown to become a core component of AFWA's services.
- AFWA provides leadership development programs to its member agencies and conservation partners. These offerings include state-focused leadership development products and services, strategic consulting services, and the National Conservation Leadership Institute.
- Position Summary:** The Director leads the Association's leadership development offerings (see attached diagram) focusing on three key areas:
- (1) State agency multi-level leadership products and services including online offerings and regional adaptive leadership workshops
 - (2) State agency focused leadership level consulting and training
 - (3) Conservation community-wide engagement through the NCLI
- The Director of Leadership Development is responsible for ensuring that these offerings are meeting the needs of AFWA's members and our conservation partners and that they are successfully implemented through effective operations, management and staff leadership. Success is measured through evaluations and



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feedback from agency staff regarding the value of their training as well as formal performance appraisals by the Association.

Duties:

The Director's work is accomplished through effective management of the leadership development staff, under the supervision of the Director of Operations and in accordance with AFWA Policies and Procedures. Major categories of responsibility include:

Supervision: There are currently four staff at AFWA's NCTC offices. The Director is responsible for managing and motivating this team of leadership development professionals in accordance with AFWA's Policies and Procedures.

Program Management: The Director, through effective management of the staff, is responsible for ensuring that AFWA's leadership development programs are implemented and managed effectively, including:

- NCLI programming, delivered through two annual residencies, is well planned and managed and continues to be regarded as the pinnacle of conservation leadership training as measured by participant feedback. The director is responsible for interacting the NCLI *Board of Directors* and ensuring that their input and guidance of the program is fully incorporated.
- AFWA's state agency focused consulting and training services are responsive to state agency needs, maintain the highest levels of relevancy and demonstrably support state agencies in meeting their objectives.
- State-agency focused online offerings and regional workshops are developed, marketed and implemented in a manner that brings maximum value to state agencies and their staff.

NCLI: In addition to managing NCLI programming the Director is responsible for supporting the NCLI Board of Directors and Committees including managing meetings of the board and working with the board between meetings to accomplish objectives.

Fiscal: The Director, under the supervision of the Director of Operations, is responsible for managing all financial activity of the leadership development team in accordance with AFWA Policies and Procedures and generally accepted accounting principles, including:

- Preparing multi-state conservation grant applications and budgets annually.
- Developing NCLI budgets and ensuring adherence to them and overseeing an annual audit of NCLI financial activity.



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- Providing the Senior Accounting Manager with data and information needed to file periodic reports on all grants and cooperative agreements.
- Fundraising for the NCLI.

Program Development: AFWA's leadership development products and services cover a wide area of topics with the concept of *Adaptive Leadership* being a core theme. The Director is responsible for making sure that AFWA's leadership development products and services are relevant to and serve state agency strategic needs.

AFWA Operations: The Director is a key AFWA staff leader with duties including:

- Serves on the AFWA Management Team, a sub-group of AFWA's senior management tasked with discussing and making recommendations to the Executive Director on important issues.
- Participates in AFWA staff meetings, travelling to the DC office as often as possible to attend in person.
- Staffs the Leadership / Professional Development Committee, attending the AFWA annual meeting and the annual North American Wildlife and Natural Resources Conference.
- Travels to regional and other meetings as needed to act as the spokesperson for AFWA's leadership development programs and seek input into strategic direction of agencies and conservation partners that can inform future leadership development programs.

Other duties as assigned

Qualifications: A degree (advanced degree preferred) in education and/or training delivery, communications, business administration or equivalent work experience, with a minimum of 7-years' total experience including supervisory experience.

An understanding of training and professional development standards and requirements is desired along with a working knowledge of leadership development.

Must be able to demonstrate the ability to foster and maintain positive working relationships with staff, partners and clients.

Working knowledge of non-profit organization operations and state fish and wildlife agency experience is desirable and preference will be given to candidates that meet these qualifications.



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A thorough understanding of the role that State Fish and Wildlife Agencies play in conservation.

An understanding of adaptive leadership theory and the application of that theory.

Ability to travel 15-25%

Applications: Qualified candidates are encouraged to apply by sending a cover letter including salary requirements and CV to jlord@fishwildlife.org. Application deadline is October 26 or until position is filled. Salary is negotiable based on experience. The Association offers an attractive suite of benefits including healthcare and retirement benefits. Applications without salary requirements will not be considered.