

Director of Signature Sanctuary Certification

Date: December 2023

Organization Overview:

Audubon International, a nonprofit organization, is celebrating its 35th anniversary of creating sustainable environments where people live, work, and play. To accomplish this vision, we work in the area where the natural and built environments meet, engaging a wide range of interested partners including golf courses, resorts, large and small businesses, environmental not-for-profits, community associations, local governments, and state and federal agencies to manage their properties in a more sustainable manner. We use a combination of award-winning environmental certification and education programs, technical assistance, and recognition to positively impact environmental health at multiple geographic scales, from individual properties to communities and ecoregions.

Position Description:

The Signature Sanctuary Certification is primarily designed for golf courses and golf community properties that are undeveloped or are planning an expansion or renovation. The Director assists the development team prior to, during, and after construction in a comprehensive approach to ensure the environmental health of the property is maintained in a sustainable manner. The Director of Signature Sanctuary Programs reports directly to the Director of Environmental Programs for Golf and will supervise one employee. Responsibilities include:

- serving as the “face” of the Signature Sanctuary Certification and administering all associated program requirements,
- serving as the primary POC for any inquiries from current, former, and prospective members of the Signature Sanctuary Certification,
- coordinating with appropriate staff members on the development of program materials as well as marketing, growth, recruitment, and communications strategies.

Significant national and international travel is required with this position.

Detailed Duties & Responsibilities:

- *Program Marketing, Business Development, and Membership Recruitment*
 - Solicit membership for the Signature Sanctuary Certification
 - Cross market other relevant Audubon International programs (i.e., ACSP, Green Lodging, Sustainable Communities) as appropriate
- *Member Service and Technical Assistance*
 - Provide day-to-day service to members including traveling to member sites, environmental problem solving, report review, and motivation.
 - Review Natural Resource Management Plans and provide comments and recommendations.
 - Review Natural Resource Management Center (maintenance facility) designs and provide comments and recommendations.
 - Conduct initial site visits to review property, gather available documents and meet with the development team (landowner, golf course architect, contractors, irrigation specialist, landscape architects, water, and wetland specialists, etc.)
 - Perform on-site Final Environmental Audits
 - Conduct re-certification visits.
 - Review and edit annual reports, water quality data, and case studies of member projects.
- *Educational and Programmatic Activities*
 - Write and provide input for major program changes.

- Write press releases, articles for newsletters and magazines, web page, etc.
- Write and revise program informational materials (final audits, re-certification materials, program handbook, administrative overview, Requirements and Criteria, brochures, and educational materials such as fact sheets, signage, scripts for videos, etc.)
- Talk with planning boards, city councils, governmental agencies, and environmental organizations about the programs and how to incorporate the Signature Sanctuary Certification into their land use regulations.
- Make presentations to civic and professional organizations.
- Educate through webinars, articles for golf course architects, golf course builders, superintendents, general managers, etc.

➤ *Outreach and Communications*

- Assist in marketing and promotional efforts for all of AI's education and certification programs.
- Develop and conduct seminars, presentations, and informational briefings to help educate Signature Sanctuary members (active and prospective) about the benefits of sustainable natural resource management and the efficacy of Audubon International's approach to environmental stewardship.
- Lead in the development of new member growth and the development of relationships with other public and private sector organizations interested in partnering with Audubon International in the delivery of the Signature Sanctuary Certification.

➤ *Administrative Duties*

- Provide updates regarding status of Signature Sanctuary Certification membership to Environmental Director for Golf.
- Produce annual budget for Signature Sanctuary Certification and operate within that approved budget.
- Oversee, organize, and maintain program files.
- Provide continued support for changes in database and other tools to increase our efficiency with delivery of educational content to members.
- Supervise Environmental Program Specialist assigned to the Signature program.

Additional Requirements:

The person in this position must be able to:

- Remain in a stationary position 50% of the time.
- Occasionally move about inside the office to access filing cabinets, office machinery, etc.
- Operate a computer, printer, and other office machinery.
- Ascend/descend stairs to access office equipment.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Required Qualifications:

- Bachelor's degree in an appropriate field of study (i.e., agronomy, hydrology, environmental science, engineering, landscape architecture, natural resource management) with relevant and related professional experience
- Excellent interpersonal communication skills and experience working with diverse constituencies.
- Ability to excel while working independently and as part of a collaborative team.
- Strong technical and persuasive writing skills
- Experience developing and delivering educational programs in person and/or via virtual tools.
- Familiarity with wildlife and ecosystem science
- Computer proficiency (i.e., Microsoft Office suite, database management, internet-based research, professional applications of social media).

Preferred Qualifications:

- Master's or certificate degree in an appropriate field of study (see above) with relevant professional experience

- Knowledge and/or professional experience in golf course management
- Knowledge and/or experience with pollinator species and programs
- Pre-existing professional connections in the golf industry highly desirable

Compensation: This is a full-time, exempt position with a salary range of \$65,000-\$80,000, dependent on qualifications. Audubon International's office is in Troy, NY and offers a hybrid work model. A fully remote position is possible for the right candidate.

Audubon International offers a mission-driven work environment that promotes continued employee growth and development. The organization offers its employees a strong compensation package, including competitive salary, fully paid individual health benefits, retirement benefits, and paid vacation beginning in first year of employment. Diversity is highly valued.

Deadline for Application: Open until filled.

How to Apply:

If you are passionate about environmental sustainability and have a proven track record in the environmental, engineering, or construction fields, we invite you to apply.

Submitted applications will be reviewed upon receipt and must include the following:

- Cover letter summarizing your qualifications for the position, including a description of how prior educational training, experience, and skills prepare you to fulfill the job responsibilities detailed above.
- Resume or Curriculum vitae.
- Contact information (name, job title, phone, and email) for three professional references

Application materials should be submitted via e-mail to Alison Davy, Finance and Operations Manager at alisond@auduboninternational.org with a subject line of Dir Signature and your name (i.e., Dir Signature - John Smith)

Audubon International thanks all applicants for their interest, but only those selected for an interview will be contacted.

Audubon International is an equal opportunity employer committed to practices that ensure employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, genetic information or any other factor that is not related to the position.