



JOB DESCRIPTION

Vice President of Programs

POSITION SUMMARY:

Does leading a talented team of advocates, lawyers, scientists, engineers, and communications experts to protect, restore, and transform the Long Island Sound region resonate with you? We are looking for a results-oriented leader to develop, manage, and implement our extensive and complex program portfolio. This includes guiding our water protection team's bi-state, science-based "find it/fix it" watchdog, pollution testing, and solutions program; our climate team's policy, legal, and administrative advocacy to ramp up renewables and drive down emissions to build an equitable and environmentally just future; our endangered lands team's projects to protect thousands of acres throughout NY and CT; our ecological restoration team's hands-on habitat restoration efforts to create lasting physical change that strengthens natural ecosystems for the benefit of wildlife and communities; our legislative initiatives in CT, NY, and DC; and our environmental campaign-building around programs and litigation.

The Vice President of Programs is responsible for directing and implementing our strategic plan—this includes translating strategic directions into focused annual goals with measurable program outcomes—and serving as a primary voice for Long Island Sound and its watershed. The VP of Programs connects Save the Sound with new potential supporters; builds networks; partners with our philanthropy team to create public and private financial commitments; and serves as a member of the organization's executive team.

WHO WE ARE:

Save the Sound leads environmental action across Connecticut, Westchester, NYC, and Long Island. We fight climate change and build resilient communities, save endangered lands, protect the Sound, and restore its rivers. For nearly 50 years we have been protecting clean water and restoring Long Island Sound ecosystems through hands-on science and community collaboration, legislative advocacy, and legal action. We are committed to justice in environmental action, listening to and leading with our BIPOC (Black, Indigenous, and People of Color) community partners, and increasing our understanding of and responsiveness to environmental injustice and inequity. Our team is constantly looking for ways to ensure both our internal operations and our programming support a diverse and equitable world.

Learn more about us at www.savethesound.org.

ESSENTIAL TASKS AND RESPONSIBILITIES:

Environmental Impact

- Effectively deliver organizational strategic plans and priorities to effect lasting, positive change in the Long Island Sound region.



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- Manage Save the Sounds Program Department (which includes 4-6 program areas), with direct supervisory responsibility for numerous professional staff working to protect the people, habitat, and waters of the Sound's watershed.
- Build multi-prong advocacy campaigns while overseeing progress and organizing efforts, integrating efforts to build constituency for both our environmental agenda and organizational growth.
- Serve as team leader or organizational spokesperson on cross-program issues or projects.

Program Development and Management

- Work closely with team leaders on strategic direction, program and project development, overarching program budgets, cross-program budgets, and occasional individual project budgets.
- Develop and coordinate Save the Sound's legislative agenda; manage the organizations' in-house and external lobbyists.
- Initiate research and assessment of emerging environmental issues, including programmatic intern projects.
- Oversee consistent reporting of programmatic progress, communicating the goals and outcomes of Save the Sound's efforts internally and externally.
- Collaborate with project leads and philanthropy team to craft concept papers and grants on major initiatives.
- Ensure grant applications, deliverables, reports, and correspondence for funders are timely and accurate.

Organizational Leadership

- Recognize and credit staff efforts and outcomes. Identify staff professional development opportunities, provide mentoring, and support program teams.
- Partner with Board and other senior staff on long-range planning; oversee design, development, management, and evaluation of programs, projects, and advocacy plans.
- Support the development of all annual program budgets designed to maximize progress toward organizational strategic goals while operating within anticipated income constraints.
- Develop and manage relationships with representatives of foundations, public funding sources, and private donors in coordination with the Vice President of Philanthropy and other members of the philanthropy team.
- Work with the philanthropy team to develop compelling acquisition, renewal, and newsletter concepts.
- Represent Save the Sound at fundraising events, at speaking opportunities, to the press, and with donors.



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- Serves as a member of the Save the Sound's Executive Team and Management team. Assist in management of finance, personnel, and other organizational issues.
- Staff the Board of Directors' Program Committee and Environmental Justice subcommittee.

REPORTS TO: President

SUPERVISORY RESPONSIBILITIES: Directly supervises the work of 4 to 10, with an overall program department of 15-30 (spread throughout 4-6 program areas).

STATUS: Full-time, Salaried, Exempt

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES:

- Keen analytic, strategic, and problem-solving skills.
- Exceptional ability to lead, supervise, motivate, trust, and evaluate staff in a demanding work environment with demonstrated ability to listen and respond to team needs and ideas.
- Strong interpersonal skills to foster effective working relationships at all levels, inside and outside of the organization.
- Ability to engage in self-evaluation with regard to leadership, performance, and professional growth.
- Deep experience in political organizing and constituency building.
- Superior communications, presentation and public speaking, and writing and editing skills, with a strong sense of narrative and storytelling.
- Ability to respond quickly to unexpected challenges and shifting priorities and follow through on time-sensitive tasks.
- Aptitude in MS Office programs including Word, PowerPoint, and Excel.

EDUCATION AND/OR EXPERIENCE:

- Advanced degree or experience in law, public policy, or natural resources management; JD and legal experience desired, but not required.
- Significant experience managing and directing sophisticated and highly impactful initiatives.
- Minimum 7 years' experience as an attorney, public interest advocate, or public servant with demonstrated commitment to environmental protection.



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PHYSICAL AND VISUAL REQUIREMENTS:

Work requires normal mental and visual attention along with manual coordination (working on the computer). Work is generally sedentary; the individual is frequently required to move about office areas and occasionally indoor and outdoor events. The employee may occasionally move materials up to 10 pounds.

MENTAL DEMANDS AND REASONING ABILITIES:

- Ability to concentrate and maintain focus for sustained periods and monitor more than one operation while handling multiple tasks, responsibilities, and projects.
- Planning and prioritizing.
- Problem sensitivity and critical thinking skills.
- Deductive and inductive reasoning.
- Emotional intelligence and reasoning.
- Active listening.
- Conflict resolution.
- Analyzing data, identifying the underlying principles, reasons, or facts of information.

TERMS AND COMPENSATION:

This is a full-time position, with occasional weekend and evening work as required. Most work is performed in a typical office environment, though some travel throughout Connecticut, Westchester, NYC, and Long Island is required. Compensation is \$120,000-\$135,000 per year, based on experience. Comprehensive benefits include health insurance, 403b, life and long-term disability insurance, paid holidays, vacations, and opportunities for professional development. This is an at-will position.

HOW TO APPLY:

Please email your cover letter, resume, and list of references to VP@savethesound.org with "Vice President of Programs" in the subject line.

Applications will be reviewed as they are received, beginning June 2, 2022, and will be accepted until the position is filled. We will be in touch to acknowledge receipt of your application and to schedule selected applicants for an interview. Please be patient; we are a thoughtful and thorough organization, and our hiring process can take from 7 to 10 weeks. Applicants will be informed when the hiring process is complete.

The desired start date is August 1, 2022.

ADDITIONAL DETAILS COMMON TO ALL POSITIONS:



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Save the Sound's Commitment to Equity and Diversity

Save the Sound is an equal opportunity employer. We prohibit discrimination based on age, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation, gender identity, veteran status, or any other legally protected status in accordance with applicable federal, state, and local laws. Our organizational leadership and staff are working to deepen Save the Sound's diversity, equity, and inclusion. We welcome a diverse applicant pool, and seek to add and retain more outstanding Black, Indigenous, and People of Color to all levels of our team. We work in diverse communities and landscapes and are actively working to increase our focus on driving environmental justice and equitable outcomes through our work.

Shared Organizational Job Responsibilities

- Maintaining positive and productive working relationships with all Save the Sound staff members, including providing and receiving constructive feedback.
- Participating in building productive relationships with Save the Sound's members, external partners, policy makers, and the general public.
- Completing all administrative work on time, such as timesheets, purchase orders, project reports, and planning documents.

COVID-19 Considerations

This position will be based in either Save the Sound's New Haven, CT or Larchmont, NY offices (applicant dependent), though some travel within the region and/or fieldwork is required. Save the Sound currently offers a hybrid remote/office schedule; this position is required to be in the office a minimum of two days a week. Save the Sound requires that all new hires submit proof of full vaccination against COVID-19 for the safety of all staff and the communities where we work.

Note: This position description has excluded duties and responsibilities incidental to the performance of the above listed duties and responsibilities. All duties and responsibilities are *essential* job functions and requirements. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the *minimum* levels of knowledge, skills, or abilities. This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. The Company reserves the right to modify, change, or add to the position's job duties and responsibilities as business needs may require. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.