



## Deputy Director Job Announcement

Protect the Adirondacks is seeking a Deputy Director to help manage an array of conservation and advocacy programs designed to preserve or strengthen protections for the six-million-acre Adirondack Park in northern New York. The Deputy Director should be a highly motivated individual who has a track record of working independently and managing a heavy workload. This position is vital to the overall defense of the Adirondack Park and operations of the organization.

**The Organization:** Protect the Adirondacks is a non-profit, grassroots membership organization dedicated to the protection and stewardship of the public and private lands of the Adirondack Park, and to building the health and diversity of its natural and human communities for the benefit of current and future generations. Protect the Adirondacks pursues this agenda through advocacy, research, grassroots organizing, education, scientific research, and legal action. The organization is led by a Board of Directors and supported by its members. For more information about its work see [www.protectadks.org](http://www.protectadks.org). Protect the Adirondacks is an equal opportunity employer.

The Deputy Director works closely in a cooperative team setting with the Executive Director, Conservation Director, Board of Directors, as well as volunteers. The Deputy Director is expected to take the lead on a suite of issues and is a key figure to advocate for positions to preserve or strengthen environmental protections for the Adirondack Park as determined by the Board of Directors.

**Promotion:** Based on job performance, interest and enthusiasm, and passion for the Adirondack Park, it is the expectation that the Deputy Director position will lead to promotion to Executive Director. The timing for this promotion is dependent on the individual's work and evaluation and benchmarking by the Board of Directors.

**Responsibilities:** The Deputy Director for PROTECT helps to manage the conservation and advocacy efforts for Forest Preserve protection and private land regulation and development as well as the overall management of the organization. The Deputy Director must be knowledgeable about Adirondack Park land use history and law, Forest Preserve history and law, and about the major environmental issues confronting the Adirondack Park. The Deputy Director must be knowledgeable about the regulatory, legal, and institutional framework of the Adirondack Park.

The Deputy Director is expected to take the lead on a discrete set of issues. This position also requires field work in the Forest Preserve that involves hiking, canoeing, cross-country skiing or snowshoeing to remote areas at all times of the year.

The responsibilities of the Deputy Director include management of:

- Independent public oversight of Forest Preserve management by the Department of Environmental Conservation.
- Independent public oversight of private land development as regulated by the Adirondack Park Agency.
- Independent public oversight of major private land developments as regulated by Adirondack local governments.
- Research, preparation, and commencement of legal actions.
- Advocacy for land protection, including identification of parcels for sale and advocacy for state purchase.
- Review of pertinent legislation and drafting of comments and bill memos. Travel to Albany as necessary.
- Public communications including comment letters, newsletters, web posts, op-eds, social media, and press releases.
- Writing articles and blog posts.
- Forest Preserve fieldwork to document management issues.
- Coordination and coalition building where appropriate with other organizations.
- Assistance with management of the Conservation Advocacy Committee, which sets public policy for Protect the Adirondacks.
- Assisting with major research projects to document Adirondack Park management issues or trends.
- Assistance with management of the Adirondack Lake Assessment Program (ALAP).
- Undertaking public educational program and projects.
- Testifying at public hearings.
- Attendance at Board meetings and Conservation Advocacy Committee meetings on weekends.

The Deputy Director will also have administrative responsibilities to help with fundraising, membership recruitment and management, planning events, coordination of the annual meeting, bookkeeping and annual independent audit, grant writing, website administration, and various other non-profit administrative responsibilities.

**Qualifications:** This is a senior position. Experience with non-profits or advocacy is required. A bachelor's degree is required. Advanced degrees or a law degree are pluses. Applicants should be proficient in Word, Excel, PowerPoint, and Adobe. GIS, membership database, and accounting software are important.

**Hours of Work:** This position is a full-time exempt position based at the organization's headquarters in North Creek. Remote work is anticipated but the Deputy Director is also expected to regularly work in the organization's headquarters. The Deputy Director position is based upon 40 hours of work, Monday thru Friday, 9 AM to 5 PM. All other information is in the Personnel Policy.

**Compensation:** This is a professional position. Salary is negotiable and based on experience. The position includes a 403(b) retirement plan, health insurance with an employee contribution, vacation and holiday time based on the organization's Personnel Policy.

**How to Apply:** Please send a cover letter outlining your interest and qualifications for the Deputy Director position and a resume to [info@protectadks.org](mailto:info@protectadks.org) or by mail to Protect the Adirondacks, PO Box 48, North Creek, NY 12853. Please submit application materials by December 9, 2022. If you have questions about the position, please email us at [info@protectadks.org](mailto:info@protectadks.org) or call us at 518-251-2700. Letters of recommendation will be required of all applicants who are selected for second interviews. The first round of interviews, held via Zoom, will be held in mid-December 12<sup>th</sup>. All applications will be acknowledged, and those selected for interviews will be contacted.

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