

## JOB DESCRIPTION



**POSITION TITLE** Blowing Rocks Preserve Manager  
**JOB TITLE** Conservation Education Specialist  
**JOB FAMILY** Conservation  
**JOB NUMBER** 700002  
**SALARY GRADE** 7  
**STATUS** Salaried  
**DATE** January 17, 2017

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### SUMMARY

The 73 acre Blowing Rocks Preserve (BRP) is one of four flagship preserves that the TNC Florida Chapter operates. Originally protected for its unique rock formations and sea turtle nesting habitat, today the preserve also serves as a model for successful coastal habitat. The Blowing Rocks Preserve Manager develops and implements activities related to conservation awareness and education as well as conservation programs, plans and methods for the preserve and the wider South Florida region.

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### ESSENTIAL FUNCTIONS

The Blowing Rocks Preserve Manager provides technical leadership and support to the Field Initiatives Department's (FID) South Florida Conservation Program -. S/he administers the operations and management of Blowing Rocks Preserve and maintains it as a flagship TNC preserve for members, donors and the public. S/he develops programs and implements activities related to conservation awareness, natural science, and education that maximizes public engagement at the Blowing Rocks Preserve while maintaining its high conservation quality. This position helps neighboring communities and BRP visitors understand the ecological and economic importance of protected areas and natural systems and The Nature Conservancy's role in their conservation. S/he explains the importance of protecting and conserving a site's flora, fauna and benefits to people and develops training materials to this end. S/he works with local communities to identify key leaders, understand their problems and potential resolutions and coordinates with natural area managers and local agencies to resolve conflicts that may arise over natural resources or preserve boundary issues and help develop acceptable alternatives. S/he helps to develop, support and/or coordinate community conservation-related activities. S/he helps to identify and raise funds by writing proposals and soliciting donations as needed.

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### RESPONSIBILITIES & SCOPE

- Supervises administrative staff and/or volunteers, interns or temporary staff.
- Works in partnership with other organizations in a collaborative and advisory capacity.
- Oversees BRP management programs and facilities in coordination with the SFL Land Conservation Manager
- Fosters cross-site learning among members of the conservation community
- Supplies planning teams with information for conservation plans
- Coordinates community support
- Develops and implements BRP management plans in coordination with the SFL Land Conservation Manager
- Administers the operations and management of Blowing Rocks Preserve and maintains it as a flagship TNC preserve for members, donors and the public.
- Develops the annual FY budget for Blowing Rocks Preserve
- Identify and seek public and private funding opportunities by writing proposals in coordination with supervisor.
- Oversees production of exhibits, signage, publications and outreach/education materials at Blowing Rocks Preserve.
- In coordination with FID leadership and Chapter Philanthropy Dept assists in fundraising and cultivating relationships with Jupiter Island and area residents and other donor relations
- Builds public and private partnerships to advance the goals of the BRP and the FID's South Florida Conservation Program
- Serves as the primary contact for marketing and communications of the BRP and works with Marketing staff to promote and increase public awareness of Blowing Rocks Preserve and coastal issues.
- Represents The Nature Conservancy on identified South Florida conservation issues and projects.
- Liaisons with FID's North and Central Conservation Program staff and provide support to other chapter priority initiatives as needed.
- Works with other Chapter preserves to develop ideas and activities directed at public and youth engagement at the Chapter's preserves.
- Maintains BRP activity records for monthly and annual reporting purposes
- Other duties as assigned.

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### MINIMUM QUALIFICATIONS

- Bachelor's degree in biological sciences, natural resources management, or related; and 4 years' experience in community development and/or conservation education, or equivalent combination of education and related experience.
- Fluency in English and (list required languages).
- Supervisory experience (if required).
- Communications experience including presenting to community leaders, government officials, or related; and working in partnership with other organizations.
- Experience with MS Office, Word, Excel and Database management (if required).
- Experience working with partners/government agencies without violating any restrictions related to conflicts of interest, lobbying former employers, or influencing decision makers.

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### PREFERRED KNOWLEDGE,

- At least 4-6 years' experience in community development and/or conservation education, or equivalent.
  - Working knowledge of current trends in relevant discipline.
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**SKILLS & EXPERIENCE**

- Experience or familiarity with prescribed burning and invasive species management
- Excellent communications in English.
- Familiarity with the political and cultural environment of the region.
- Demonstrated experience in MS Office, Word and Excel. May require database management skills with ability to produce reports.
- Ability to manipulate, analyze and interpret data.
- Ability to make sound decisions on financial, conservation and reporting issues
- Ability to communicate and work closely with scientists
- Knowledge of ecological land management principles and coastal habitats
- Experience in training and curriculum design.
- Demonstrated experience communicating effectively with public officials and the media
- Managing time and diverse activities under deadlines while delivering quality results

**ORGANIZATIONAL COMPETENCIES**

Accountability for Outcomes	Pushes for excellence. Establishes challenging goals for self and others to drive performance in support of the Conservancy’s mission. Rewards behavior that achieves these standards and is aligned with the organization’s mission/ values. Takes action to address performance problems in a timely and appropriate manner.
Builds Organizational Capability	Builds or adapts organizational structures to accomplish the mission and to improve performance. This includes reorganizing organizational systems, structures, processes, procedures, communication channels or reporting relationships. With the Conservancy’s strategic filter in mind, determines who can contribute, gets the right people involved, and builds bench strength for the future.
Collaboration & Teamwork	Shows a willingness to put the needs and goals of a global organization before personal/local/departmental needs. Works with others across organizational boundaries. Makes decisions, sets priorities, and allocates resources to help the organization as a whole achieve results.
Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.
Courage & Decisiveness	Makes decisions and stands by them. Makes timely decisions even under pressure and when lacking complete information. Has the courage to modify decisions and admit why and how they were wrong.
Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the fact of uncertainty.
Influences for Results	Achieves results by persuading, convincing, or influencing others. Adapts approach to the individual or group and knows how and when to use complex influence strategies. Uses success stories and passion for the mission to generate enthusiasm and support.
Open to Learning	Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.
Organizational Awareness	Understands the basics of our business. Knows how local job relates to the big picture & contributes to the overall strategy. Knows how/why things work inside TNC. Easily moves through internal networks and channels for success.

*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

*The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.*