

**Position Announcement: Director, Washington Office
U.S. Institute for Environmental Conflict Resolution
Morris K. Udall Foundation**

The U.S. Institute for Environmental Conflict Resolution (U.S. Institute) is a program of the Morris K. Udall Foundation, an independent federal agency created to honor the late Congressman Udall in consensus-building, environmental policy, and Native American affairs. The U.S. Institute was created by Congress as an impartial, non-partisan service organization to assist in resolving environmental, natural resources, and public lands conflicts involving the federal government. It is located in Tucson, Arizona, and works nationally in a variety of program areas, drawing on its national roster of qualified environmental mediators and facilitators. The U.S. Institute is funded by a combination of appropriations and revenues generated by its services. See www.ecr.gov for more information on the Institute.

The U.S. Institute is seeking a dynamic, entrepreneurial individual to open and direct a new satellite office in the Washington, D.C. area. The successful applicant will work closely with the Deputy Executive Director for Environmental Conflict Resolution to forge collaborative relationships with federal agencies, and communicate with nongovernmental organizations, academic institutions, and other entities in the national capital area. S/he will work to identify potential environmental conflict resolution (ECR) projects in collaboration with program management staff. The primary duty of program managers is to develop and manage cases and projects from initiation through evaluation. In some instances, the Office Director will provide ECR case services such as convening, conflict assessment and process design, facilitation, and case management. The Office Director will also conduct or support outreach and training activities, when appropriate.

POSITION DESCRIPTION

The purpose of establishing an office in DC is to increase service to federal agency staff and others based in the D.C. area who have need for ECR services or support. The successful candidate will be asked to spend several weeks in Tucson, to become oriented to the work and familiar with the activities of the Tucson-based program staff. The Office Director aids in securing appropriate office facilities, furniture, supplies and equipment in coordination with Foundation operations and information technology staff. The Office Director is responsible for recruiting, developing, and managing an administrative assistant in accordance with all applicable federal rules. Once the Washington, D.C. office is physically established, the Office Director will interact closely with and support the Foundation's Deputy Executive Director for ECR and other Foundation staff during their visits to the capital region. The Office Director will work with the Foundation's Deputy Executive Director for ECR on national ECR policy initiatives and support environmental policy working groups and other activities in the national capital area. The Office Director is expected to contribute to institutional initiatives including strategic planning, training, application of new technologies, evaluation, and national ECR policy issues. Availability to travel is a requirement of all program staff.

Major Duties and Responsibilities

1. Successfully operating the U.S. Institute office in Washington, D.C.
2. Build strong links between the U.S. Institute and other federal entities in the Washington, D.C. area.

3. Provide information on potential ECR activities to the Deputy Executive Director for ECR.
4. Work with federal agency partners and other stakeholders to identify projects that could benefit from the services of the U.S. Institute
5. Represent the U.S. Institute and the Foundation at meetings and other functions.
6. Provide ECR service and support as appropriate.

EXPERIENCE REQUIREMENTS	
1.	A minimum of ten years experience in conflict resolution, environmental policy development, or public collaborative processes involving environmental issues.
2.	Graduate degree in an environmental, public policy, or natural science related field or law degree.
3.	Work experience in federal, state, regional, tribal, or local government, or in the private sector dealing with public policy matters and public institutions.
4.	Experience as a director or manager responsible for developing programs or large projects.
5.	Demonstrated flexibility and ability to work independently and work collaboratively with teams to develop and carry out an overall program.
6.	Competence in the numerous skills required of facilitators and mediators in resolving environmental conflicts.
7.	Demonstrated excellence in communication skills, including writing, conversing, and public speaking.
8.	Experience working with federal agencies (as a neutral or in a collaborative problem-solving capacity).
9.	Experience in fee-for-service, fund raising, or other revenue-generating positions.
10.	Five years of supervisory experience.

SALARY RANGES:

- Office Director \$105,000 to \$130,000

Where the successful candidate's salary falls within the stated range for a position depends on experience and qualifications. The successful candidate will be or become a federal employee, eligible for federal benefits such as retirement plan and health benefits. This position is an excepted service position. Relocation expenses may be paid.

BENEFITS:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. You will be covered by a Basic Benefit Plan, Social Security (FICA) and a voluntary 401-k style Thrift Saving Plan (TSP). TSP allows you to make tax deferred contributions and receive matching agency funds for part of it. For additional information on TSP, see <http://www.tsp.gov/>. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized.

APPLICANT INSTRUCTIONS

Please submit the following:

A resume that includes (at a minimum) complete contact information, a chronological employment summary (including your title, name and location of employer and dates of employment), educational and other credentials, and country of citizenship.

A cover letter referencing the position(s) you are applying for and describing your interest in this position, your availability and salary requirements

A description of specifically how you meet each of the experience requirements.

Three references with addresses and phone numbers, to:

Olivia Montes
U. S. Institute for Environmental Conflict Resolution
Morris K. Udall Foundation
130 South Scott Avenue
Tucson, AZ 85701
email: montes@ecr.gov
fax: 520-901-8574

Applications will be accepted until July 15, 2009

The U.S. Institute for Environmental Conflict Resolution of the Morris K. Udall Foundation is an Equal Opportunity Employer.

ALL QUALIFIED CANDIDATES WILL BE CONSIDERED REGARDLESS OF POLITICAL AFFILIATION, RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, MARITAL STATUS, AGE, DISABILITY, OR OTHER NON-MERIT FACTORS.