

# Bioneers U Project Director

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Bioneers seeks a full-time Project Director for Bioneers U. Bioneers U is a new Bioneers project designed to equip a diverse array of engaged citizens and professionals through on-line courses, trainings and resources.

The Bioneers U Project Director is responsible for the overall project management of this initiative. This includes coordinating and managing the production and administration of real-time and asynchronous online workshops and trainings, project design, platform research and management, supporting the development of promotional materials and marketing plans, and coordinating closely with other departments to ensure the seamless implementation and integration of Bioneers U.

The ideal candidate will have:

- Experience with managing, producing and administering online education platforms.
- Excellent project tracking and management skills.
- Experience working in a collaborative environment.
- Familiarity with nonprofit culture and field, including leading organizations and individuals.

This is a full-time exempt position with the ability to work remotely. All eligible employees receive comprehensive medical, prescription drug, dental and vision coverage, retirement matching and a generous paid time off policy.

## **Essential Functions:**

Project management:

- Coordinate and manage the co-production and administration of real-time and asynchronous online workshops (with workshop partners, production & marketing team).
- Further develop the project plan & timeline.
- Oversee all elements of the project plan including roll out of all elements in a strategic order.
- Manage partnerships with workshop and training partners.
- Train/help faculty learn about how to work in an online, interactive, environment.
- Develop strategies for participant engagement.
- Help to identify, discern & recruit faculty for initial Bioneers U courses.
- Keep the project cohesive, and connected to existing Bioneers infrastructure. Including the website, annual conference, comms and marketing department and other programs when needed.
- Identify and manage marketing calendar and campaign/s in collaboration with the Communications Team.

- Develop process to make sure all promotional materials are collected/created and shared with the marketing team in advance for event coordination and promotion.
- Administration and record keeping of all project elements.

Financial management and coordination with Bioneers Executive Team:

- Develop project within budget.
- Clarify financial strategy / path to profitability with Bioneers Team (e.g. explore membership levels & associated rates; determine how many members are needed at what level & rate / pursue external funding, etc.).

In partnership with the Chief Administrative Officer:

- Work with the CAO on external capacity needs and existing staff capacity with clear job responsibilities and reporting structures.
- Work with CAO to hire sub-contractor to build the platform & oversee Platform Design/Development.
- Work out faculty partnership agreements in partnership with the CAO.

### **Qualifications and Experience Requirements:**

- BA/BS preferred but not required.
- Working knowledge of Microsoft Word, Excel and online versions (Google Docs/Sheets); Kajabi and/or other Learning Management Systems; Zoom and/or other video conferencing environments, project management system like Monday.com or similar.
- Some formal training in Instructional Development and Online Learning required
- Some formal training in Online Community Development and Management desired, but not required.
- Navigating multicultural differences and other power differentials with competency.
- An ability to maintain a big-picture view while managing details.
- Basic understanding of recruiting, interviewing, hiring, evaluation processes and general management of personnel.
- Excellent communication, and conflict resolution skills.
- Great organizational capacity – the ability to keep references and other materials ordered and accessible, manage project timelines, etc.
- Understanding of financial strategy, profitability measures, and budgetary oversight.
- Marketing experience and the ability to co-create and manage an effective marketing strategy.
- Anticipation of participants diverse needs and strategies for meeting them.
- Self-motivated and capable of independent work but must also perform well in a flexible and collaborative environment.
- Excellent writing/editing and verbal communication skills.
- Strong capacity to juggle elevated and complex levels of detail and competing priorities.
- High level of professionalism and resourcefulness, and ability to maintain momentum of projects in the midst of shifting circumstances.

- Excellent interpersonal skills and ability to positively represent Bioneers.

### **Reporting:**

This position reports to the Bioneers Executive Team.

### **Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a full-time exempt position that can work remotely. This position requires occasional travel to Bioneers office in Santa Fe, NM and San Francisco, CA This position also requires evening and weekend work during the organization's annual conference, and occasionally throughout the year.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires the ability to occasionally lift up to 20 pounds.

### **About Us:**

Founded in 1990, Bioneers acts as a fertile hub of social and scientific innovators with practical and visionary solutions for the world's most pressing environmental and social challenges. Bioneers connects people with solutions and each other to create a revolution from the heart of nature.

Bioneers illuminates the leading edges of transformational change and "the greatest people you've never heard of." Our acclaimed national and local conferences are complemented by media outreach, including our award-winning radio and podcast series, The Bioneers: Revolution From the Heart of Nature. We provide a platform for communities of color, indigenous peoples and women leaders whose voices may seldom be heard elsewhere. For over 30 years, the Bioneers conference has been a perennial wellspring of cutting-edge content and dynamic, diverse voices that supply the primary source for our public education and media outreach, a focal point to build community and collaboration.

As a community of leadership, Bioneers acts as a media amplifier for many respected leaders, a hatchery for young and emerging leaders, and a connection point for engaged citizens dedicated to making a difference. As an interdisciplinary network of networks, we span the arc of the human endeavor to reconcile the interdependence of human and natural systems. Learn more at <http://www.bioneers.org>.

### **Application Process:**

Interested applicants should send **a cover letter and an updated CV / resume** in order to be considered. Please send applications as PDFs or Word attachments. Please **include your last name and the position title in the subject line**, and send applications to: Chief Administrative Officer, at [careers@bioneers.org](mailto:careers@bioneers.org).

**NO AGENCIES or CONSULTANTS or THIRD-PARTY SERVICES or INTERNATIONAL APPLICANTS.** No phone calls or email to the office or principals please.

**Thank you for your time and consideration! We look forward to hearing from you.**

Bioneers // Collective Heritage Institute is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

A diverse, culturally sensitive staff is a singular strength of any organization. Bioneers strives to create a vibrant workplace comprised of people from many backgrounds and with a variety of life experiences. Diverse candidates are strongly encouraged to apply.