

Position Title: Associate Director of Parklands
Reports To: Director of Parklands
Location: New York, NY

Summary

Park Builders International is the operating division of Butler Conservation, a New York based private family foundation with a focus on land conservation and Park Construction. The foundation has \$100 million in financial assets and another \$70 million in physical assets.

We work with various public and private entities to build infrastructure that supports outdoor aerobic recreation in the most beautiful locations around the world. Along with our partner organizations, we have built or are building eight large scale parks, four of which we own and operate.

Park Builders International is looking for an Associate Director of Parklands with a background in project management, landscape architecture, and construction management to join the organization working under the Director of Parklands. This position will require travel several times per year to some of the most beautiful landscapes in the world such as the coast of Maine and Patagonia.

The successful candidate will help manage foundation-funded projects in specific geographic areas of interest listed below. The position will provide an exciting opportunity for the right candidate who ideally will have a strong educational background and relevant experience in managerial and environmental issues. The position requires the candidate be conversant in a variety of environmental issues and conservation approaches; be results-driven; and capable of overseeing the management of multiple sub-projects simultaneously. Current foundation projects include but are not limited to:

- Black River Cypress Preserve in Andrews, SC
- Seboeis River Trail at Penobscot River Trails in Grindstone, ME
- Cobscook Shores in Lubec, ME – Recently Featured in the NYTimes as a top travel destination
- Fortin Chacabuco, Argentina
- Islas y Canales Verdes Del Rio Uruguay, Argentina and Uruguay

The successful candidate will work in parallel with BCF's Director of Parklands on the foundation's landscape scale projects. The projects to be overseen include development of visitor facilities such as trails, signage, boardwalks, pavilions, and restrooms. The role may also include facilitating land acquisitions for conservation purposes. The candidate will also manage work with other consultant landscape architects, architects, and engineers for successful project implementation.

Salary Details:

- \$100,000 – \$130,000 plus 401k and a competitive Health Insurance package.

This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties as assigned.

Responsibilities

- Works with the founder, director of parklands, and board members on project management, planning and implementation, parkland infrastructure, outdoor education, and parkland operations.
- Works with the founder and others on trip logistics.
- Works with partner organizations on project planning, financing, and implementation.
- Maintains regular communication with project contractors, vendors, and organizational partners.
- Assists in developing project budgets.
- Supports mapping and layout of recreational infrastructure.
- Helps prepare for and attends quarterly board meetings.
- Works with Butler Conservation staff on the preparation of committee/board meeting materials.

Required Qualifications / Skills/ Core Competencies

- Strong academic credentials.
- Degree in landscape architecture or construction management.
- Minimum three to five years' work experience including large-scale institutional projects.
- Project management experience.
- Experience developing and monitoring budgets.
- Strong "self-starter" mentality.
- Experience in outdoor recreational activities preferred.
- Experience with building and construction.
- Passion for environmental/conservation/cultural causes.
- Excellent organizational skills.
- Ability to work under pressure and meet deadlines.
- Ability to use good judgment and take initiative.
- Comfortable in a fast-paced and dynamic environment.
- Strong interpersonal skills and demonstrated capacity for teamwork.
- Extensive travel required, primarily on the east coast and South America.
- Computer proficiency in Microsoft Suite.
- Spanish proficiency is a plus.