

Colorado State University
Assistant Director, Center for Environmental Management of Military Lands
(CEMML)

Academic Career & Executive Search is pleased to assist Colorado State University in its search for Assistant Director for the Center for Environmental Management of Military Lands (CEMML).

For best consideration, please apply by 15 July 2022.

This is an extraordinary opportunity to join CEMML during its rapid and remarkable growth and make a direct, lasting impact in your field as their next Assistant Director. Over the last 4 years, CEMML has experienced tremendous growth and opportunity – doubling their revenue from both external and internal partnerships. The next Assistant Director will join a nimble, supportive working environment that thrives on solution oriented and motivated leadership. Moreover, the successful candidate will be able to leave their mark and create a better functioning, more efficient CEMML – one that will enter its next tremendous phase of growth and expansion.

Additionally, the Assistant Director will:

- Act as CEMML’s representative on cross-organizational teams that address external and internal process improvements.
- Provide mentorship and guidance to CEMML’s management staff.
- Oversee and manage aspects of the organization’s programs and staff, as assigned.
- Assist the executive team in developing, implementing, and upholding the organization’s strategic plan.
- Execute service, applied, and research projects; collect, manage, and analyze data; prepare reports and other project deliverables consistent with contractual obligations; and ensure transparent and appropriate use of funds.
- Apply scientific methods; communicate study designs and results in writing and orally; and project and track project finances to meet contractual obligations.
- Supervise and mentor to support staff development, meet contractual obligations, and comply with CSU policies and guidelines.
- Train personnel to handle additional responsibilities and advance their professional objectives. Utilize CSU appraisal system to assure staff development goals are understood and achieved.
- Seek and obtain extramural funding that supports the objectives and initiatives of CEMML, Warner College of Natural Resources, CSU, and federal agencies.
- Build and maintain positive and productive relationships across the CSU community and with other stakeholders.

This position reports directly to the CEMML Director.

Essential Duties and Responsibilities

- Collaborate with executive staff to impact the development of organizational principles and guidelines.
- Ensures organizational compliance and buy-in to internal and external rules or policies.
- Purview and oversight of long-term projects and organizational initiatives.
- Development, implement, and monitor project and organizational budgets.

- Manages technical, support, research, and/or professional staff members at project, program, and organizational levels.
- Conducts performance and salary reviews and manages organizational resource requirements.
- Fulfill duties as assigned by the director.
- Manages technical, support, research, and/or professional staff members at project, program, and organizational levels.
- Conducts performance and salary reviews and manages organizational resource requirements.
- Collaborate with executive team to develop and implement organizational plans, goals, and mission.
- Work with executive team to coordinate and supervise the organization's daily business operations.
- Applying appropriate actions and measures in relation to internal and external regulations and policies.
- Interpret organizational metrics and develop applicable process, policy, and guideline improvements.
- Identify and address organizational and project staffing/resource requirements, and guide CEMML staff in meeting similar responsibilities.

Required Qualifications

- Master's degree in environmental or related social science discipline.
- At least 10 years' experience managing natural and/or cultural resource compliance projects and programs.
- Applicable experience working with federal environmental regulations and legislation, including the National Environmental Policy Act, Clean Water Act, National Historic Preservation Act, and Native American Graves Protection and Repatriation Act.

Preferred Qualifications

- PhD in an environmental discipline (environmental health, environmental toxicology, natural resources management) or closely related social science (cultural resource management; environmental history or policy; political science; etc.).
- Experience developing, implementing, and ensuring adherence to Standard Operating Procedures that meet organizational requirements.
- Experience working in an academic setting with faculty, researchers, and university support offices.
- Demonstrated ability of working collaboratively and productively in multidisciplinary environments with a variety of stakeholders.
- Experience working with the Department of Defense or other federal land-managing agencies.
- Extensive supervisory and management experience at department or organizational levels.
- Comprehensive knowledge of project management principles, including management of budget and personnel, and stakeholder relations, and PMP certification or equivalent strongly desired.
- Management and leadership experience at departmental or organizational levels.

- Successful track-record of winning and administering grants, cooperative agreements, and/or contracts.

About the Center for Environmental Management of Military Lands (CEMML)

Colorado State University (CSU) founded the Center for Environmental Management of Military Lands (CEMML) in 1991 as an environmental research, education, and service unit of the Warner College of Natural Resources. Its mission is to assist federal agencies with conservation, preservation, and management of environmental resources.

CEMML has supported military readiness and resource conservation on federal lands for nearly four decades, working primarily with the Department of Defense, as well as other federal departments and agencies. CEMML employs a team of full-time, in-house principal investigators. Its team of natural, physical, and social scientists is skilled in project management and implementation in the federal context.

CEMML is successful because it evolves quickly to meet ever-changing military requirements, and it collaborates regularly with CSU to develop and maintain the necessary administrative infrastructure to facilitate those aims. CEMML's operational model recruits and retains highly qualified personnel who cooperate with federal partners to fulfill their agency missions. CEMML currently employs over 650 professionals located on 100+ federal facilities and military installations around the world.

To learn more about CEMML's contributions to land management, our mission, vision, and values, visit <http://www.cemml.colostate.edu/>

About the Institution

Colorado State University is one of the nation's top public research universities and an institution on the rise. In the last decade, CSU has produced record enrollment, built on all-time highs in student diversity and student success; record fundraising far outpacing ambitious goals; groundbreaking research driven by a highly productive faculty; a campus revitalized by a transformational building campaign; and, perhaps most important, an unrivaled learning environment where nine of ten recent graduates say they would choose CSU again and rate their education as excellent.

Living in the Area

With a population just under 200,000 and consistently included as one of the best places to live and work in the country, [Fort Collins](#) provides breathtaking backdrops and is home to Colorado State University. Located on the northern end of Colorado's economically vibrant and environmentally beautiful Front Range, Fort Collins boasts major employers including Hewlett-Packard, Woodward, New Belgium Brewing, and Otterbox, along with parks and trails galore. Fort Collins also is a cultural hub for arts and entertainment that includes [CSU's world-class performing arts center](#), the [Downtown Creative District](#), and a burgeoning live music scene bolstered by some of the best music festivals in the country. Outdoor recreation opportunities are plentiful in and around Fort Collins. Rocky Mountain National Park is just over an hour away and is one of the best spots in the country for hiking and camping in the high mountains. Closer to home, Larimer County operates many parks, like Devil's Backbone Open Space.

To Apply

For best consideration, please apply by 15 July 2022.

To be viewed by the search firm, you must apply directly at:

<https://acesrch.applicantstack.com/x/detail/a21esjyw2zv1>

Please do not email applications.

Applications will be reviewed as they are received and should include a cover letter and curriculum vita. All applications are treated confidentially.

Inquiries, referrals, and nominations are treated confidentially:

Inquiries and questions: Please send to csucemml@acesrch.com

Nominations and referrals: Please send to nominations@acesrch.com

Pre-employment Criminal Background Check (required for all new hires); valid and current driver's license or the ability to obtain a driver's license by the employment start date; must be legally authorized to work in the United States by proposed start date. CEMML will not provide visa sponsorship for this position.

Candidate must be able to comply with all applicable regulations to obtain a Common Access Card (CAC). Furthermore, candidates are required at a minimum to complete a NACI/SF85 and successfully pass a federal background check to remain eligible for employment.

Background Check Policy Statement

Colorado State University strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.

EEO Statement

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy in its employment, programs, services and activities, and admissions, and, in certain circumstances, marriage to a co-worker. The University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity and equal access institution and affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The [Office of Equal Opportunity](#) is located in 101 Student Services.

The Title IX Coordinator is the Director of the Office of Title IX Programs and Gender Equity, [123 Student Services Building, Fort Collins, CO 80523-0160](#), (970) 491-1715, titleix@colostate.edu.

The Section 504 and ADA Coordinator is the Director of the Office of Equal Opportunity, [101 Student Services Building, Fort Collins, CO 80523-0160](#), (970) 491-5836, oeo@colostate.edu.

The Coordinator for any other forms of misconduct prohibited by the University's Policy on Discrimination and Harassment is the Vice President for Equity, Equal Opportunity and Title IX, [101 Student Services Building, Fort Collins, Co. 80523-0160](#), (970) 491-5836, oeo@colostate.edu.

Any person may report sex discrimination under Title IX to the [Office of Civil Rights, Department of Education](#).