

## Director, Mexicali Office

### Announcement

Outstanding career opportunity with a bi-national organization whose mission is to connect people and communities with the natural resources that nourish and sustain them. For 14 years, we have maintained an office Mexicali overseeing our work in the Colorado River Delta. Originally, a field office of the Sonoran Institute – US, it is now the office of Sonoran Institute, Mexico, Asociacion Civil (AC), with a growing staff working on restoring the Colorado River Delta and cleaning up agricultural drainages and lagoons in Mexicali. The visibility and success of our work has resulted in a growing office. We now have more than 50 staff, including many who work in the field on a daily basis.

Managing growth presents both challenges and opportunities. We are in the process of restructuring staff reporting relationships, instituting new finance and administrative systems in compliance with Mexico laws and regulations, integrating policies and procedures with Sonoran Institute – US, and identifying ways to diversify our funding and elevate our profile in Mexicali and Mexico. Additionally, our Mexicali staff are looking for professional development opportunities, which is critical to retaining our hard-working and dedicated employees. Lastly, as an organization with multiple offices and programs across two countries, we pay particular attention to improving our internal communication and collaboration.

We are seeking a team-player with a passion for our work. If you would like to contribute to one of Mexico's top conservation priorities, then keep reading and prepare yourself for an opportunity like no other.

### Who we are

Sonoran Institute is one of the leading and most innovative environmental organizations. Founded in Tucson, Arizona, in 1990, we are currently working throughout the Colorado River basin in the US and Mexico to protect land, restore rivers, and adapt climate change. We are part of a binational coalition leading efforts to restore the Colorado River Delta and, in 2017, we secured a huge vote of confidence from water users in the US and Mexico with signing of a new binational agreement that will allow us to scale up our restoration efforts in the Delta. *Mexicali Fluye*, another major program of ours, is working with neighborhoods to clean up agricultural drainages and lagoons throughout the city. The removal of trash and plantings are creating green corridors that help improve community health and local quality of life.

### General Overview

The Director, Mexicali Office (DMO) is a new position, created in recognition that the Sonoran Institute needs a senior manager overseeing the day-to-day operations of our Mexicali office. We expect our work in the Delta and Mexicali to continue to grow, increasing the complexity and demands of managing the office. While the DMO will be focused at the outset on internal management, there is an expectation that as the DMO becomes familiar with our work that they will begin to engage with our external partners and serve as a spokesperson for the organization with the media. The DMO also will serve as a legal representative of the AC, with the ability to sign documents on behalf of the AC.

The DMO, based in Mexicali, will report to the Tucson-based Director of the Water and Ecosystem Restoration Team (WERT), which includes staff in the MX and the US working primarily on river restoration efforts. At the outset, the DMO will supervise at least two Associate Director-level staff in the Mexicali office, but will have the authority to add additional staff directly report to them in the future. The DMO also will serve as a member of the Leadership Team comprised of senior managers from Sonoran Institute US and AC.

### Key Responsibilities

- Ensure compliance with Sonoran Institute finance, administrative, and human resource policies and procedures and, as needed, make recommendations for revisions to these policies and procedures
- Ensure accurate and timely preparation and updates of office budgets, review financial reports, and monitor cashflows
- Maintain knowledge of Human Resources trends and employment legislation and ensure organizational compliance. Ensure timely preparation of employee evaluations and professional development plans, and, as needed, the hiring and termination of staff
- Ensure that purchase orders, employee reimbursements, and other payment requests are submitted in a timely manner and appropriately documented
- Ensure timely reporting of donor contacts and completion of any follow-up actions

- Review all vendor contracts and grant agreements prior to submission to Finance team for approval
- Review and approve twice-monthly payroll submissions to accounting firm
- Review and approve donor proposals and reports and ensure all donor requirements are met
- Review all marketing and communications materials prior to submission to Marketing team for approval
- Review and sign contracts, agreements, and other documents on behalf of the AC
- Ensure corporate documents of the AC are in compliance with Mexican laws and regulations
- Schedule, organize, and draft minutes for annual Associates meeting of the AC
- Schedule, organize, and draft minutes for Board of Directors meetings of the AC
- Update Associates and Board of Directors of the AC on office activities
- Serve on the Leadership Team, provide guidance on organizational decisions, facilitate information sharing across the organization, and model behavior reflecting the organization's values and code of conduct
- Attend Sonoran Institute – US Board of Directors meetings, present on Mexico activities, and participate in organizational development discussions
- Facilitate communication between Mexicali and Tucson office staff pertaining to finance, administrative, fundraising, and marketing activities

### Education & Experience

The ideal candidate will have a minimum of 12 years of progressive supervisory experience, overseeing multiple staff and management functions, as well as an advanced degree in relevant environmental policy, natural resources, business/ management, or administrative field. Master's Degree in relevant environmental and/or policy topics and 7 years' experience working in conservation or land use projects.

### Required

- Experience managing an office or program with diverse activities, including program planning, budgeting, and implementation.
- Experience managing staff, including hiring and termination of personnel and conducting annual performance evaluations
- Demonstrated experience in applying creative and strategic thinking skills for problem solving
- Experience in managing vendor contracts and grant agreements
- Knowledge of Mexican labor law and regulations
- Bi-lingual; ability to read, write, and translate documents from Spanish to English/English to Spanish.
- Current, valid MX Passport or MX work permit, and valid driver's license
- An ability to travel by car or plane in Mexico and the US

### Desired

- Non-profit management experience
- Knowledge of environmental or natural resource policy issues
- Strong writing skills
- Public speaking experience

### Contract

The initial contract is for a three-month period. After the first three months the director will be evaluated; based on the evaluation a determination will be made regarding the continuation of the contract.

Monthly salary range will be between \$50,000 - \$57,250 pesos, depending on experience.

### How to Apply

Please submit cover letter and resume to [careers@sonoraninstitute.org](mailto:careers@sonoraninstitute.org).