



INTERNATIONAL DARK-SKY ASSOCIATION

Job Description

International Dark Skies Places Program Manager

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Reporting to the Public Policy Director, the International Dark Skies Places (IDSP) Program Manager has overall strategic and operational responsibility for the management, growth and direction of IDA's Dark Skies Places Program. The position provides leadership for all aspects of the Program, including its intersection with public policy, its evolution as new opportunities and challenges arise, its professional rigor and scientific credibility, its public visibility, and its engagement with Board, staff, and other key constituencies.

Responsibilities

Dark Skies Places Program

Manage IDA's International Dark Skies Places Program to ensure its smooth and seamless operation, from initial inquiries through final designations and announcements. This includes receiving applications and guiding applicants through the review process; ensuring the integrity of designations through ongoing review and applicant relations; maintaining guidelines and other key documents and updating these as necessary; coordinating and supporting the work of the Dark Sky Places Committee; collaborating - as appropriate - with agencies, like-minded organizations and others; and publicizing the Program through press, social media, and other outlets. The Program Manager is also responsible for supervising IDA's IDSP Administrative Assistant, a part-time position that provides support for all aspects of the IDSP program.

Public Policy

Working with the Public Policy Director, assist on issues of public policy involving light pollution and its management. This includes responding to requests for reviewing lighting ordinances, providing advice on local, state, or national policies – both statutory and regulatory, and working with other organizations and the grassroots to advance specific policy objectives and reforms.

Press and Media

In partnership with IDA's Director of Communications, work with the press and media to communicate IDA's positions and policies on light pollution. This includes participating

in print, radio, television and online interviews, as well as providing relevant background information and resources to ensure that the press is well versed on the issue of light pollution. Also jointly manage a database of media, principally photographs, for use in IDA's external communications.

Skills and Qualifications

The International Dark Skies Places Program Manager will be thoroughly committed to IDA's mission and an accomplished and effective leader for this vital program of the organization. Key qualifications include:

- Demonstrated experience with, and understanding of how, IDA's International Dark Skies Places Program supports and advances the organization's mission and vision
- Ability to communicate effectively and work with a diversity of global communities and constituencies on complex and technical issues oftentimes not easily understood by lay audiences
- Highly organized and able to simultaneously manage multiple projects and meet varying deadlines as they arise
- Excellent interpersonal communication skills and ability to communicate persuasively and effectively in writing and orally, including excellent public speaking skills for both formal and extemporaneous presentations
- Comfortable in dealing with the press and media and understanding the important role that public affairs work plays in advancing IDA's mission and vision
- Entrepreneurial spirit, strategic thinker, and thought leader
- Strong listening and analytical skills
- Nimble, flexible and adaptable to rapidly changed circumstances
- Familiarity with the non-profit sector and matters of board governance
- Collaborative and team-oriented
- A minimum of a Bachelor of Arts with at least five years of relevant work experience
- Willingness and ability to travel periodically
- Strong sense of integrity and impeccable ethical code of conduct, and an unwavering commitment to transparency and financial accountability
- Passion, idealism, positive attitude, mission-driven, and self-directed
- Computer-savvy: PC and Mac systems; MS Office; Adobe Creative Suite products; content management systems (e.g., WordPress)
- Basic knowledge about computer networking, file storage, and computing hardware in order to support IDA's internal operations and make recommendations about purchases and upgrades of hardware