**Cornell University Staff Position Description**

**University Job Title:** Senior Extension Associate

**Working Title:** Director, Northeastern IPM Center

**Department:** Cornell Cooperative Extension (CCE)–Northeastern IPM Center

**Immediate Supervisor’s Name and University Job Title:** Chris Watkins, Associate Director, CCE

**Position Summary:**

**Overview:** The Director leads the Northeastern IPM Center to fulfill its mission of fostering integrated pest management in the region in ways that generate economic, environmental, and human health benefits. This professional works in partnership with stakeholders from agricultural, urban, and rural settings to help them identify and address priorities for research, education, and outreach in the northeastern U.S. (for details on the region and Center, see <http://www.northeastipm.org>).

The position involves strategizing, managing, networking and fostering teams, developing regional information, co-managing the grants program, and diversifying funding; these are described below.

**Summary of Responsibilities:**

* Strategizing and managing. Develop and follow a strategic plan for the Center that coheres with its mission. With the Partnerships Coordinator, explore and follow through on ways to diversify the Center financially, through grants and other opportunities. Manage Center finances and reporting.
* Networking and fostering teams. Serve as a liaison to agencies, other centers, and federal programs, including the U.S. Department of Agriculture’s National Institute of Food and Agriculture (USDA-NIFA), the U.S. Department of Housing and Urban Development (HUD), and the EPA. Work with the three other Regional IPM Centers to ensure that IPM Centers contribute vitality, creativity and purpose to IPM nationally. Connect with scientists, Extension personnel, growers, activists, and others across the Northeast, not only to understand their needs and priorities, but to also help meet those needs through IPM programming and grants. Collaborate on projects as appropriate. Develop and maintain relationships with an active Advisory Council and Steering Committee.
* Developing regional IPM information. Establish and maintain, with the assistance of staff, databases of contacts, resources, IPM guidelines, funding opportunities, and funded grants. Document and disseminate IPM success stories and other relevant IPM information. Oversee Center communications, including print, web, and social networking, if appropriate.
* Co-managing the grants program. In collaboration with the Partnerships Coordinator, write the Request for Applications issued by the Center; read proposals; help create and facilitate grants panels; notify applicants, and oversee subcontracts.
* Diversifying funding. With the support of the Partnerships Coordinator, lead the Center in obtaining private funding from foundations and other sources.

**Required Qualifications:**

Master of Science degree from an accredited institution in an IPM-related field. Broad knowledge and experience in IPM and an ability to effectively interact and communicate orally—and in writing—with growers, consultants, faculty extension staff, government entities, and the public. Facility with electronic communication. Talent in leading teams of staff and other ad hoc groups. Willingness to travel. Five years of relevant experience in education, entomology, plant pathology, IPM, Cooperative Extension, or a closely related field.

**Skills Necessary for this Position:**

* Proven organizational and time-management skills.
* Strong leadership and teamwork skills.
* Knowledge of budgets, budgeting, finance, and fundraising.
* Board management experience.
* Prior experience in project management and coordination.
* Knowledge of the philosophy and objectives of Cooperative Extension.
* Strong interpersonal skills with proven ability to work with diverse audiences in group and one-on-one settings, working effectively with advisory boards, committees, and funding partners.
* Effective written and oral communication skills.
* Fundamental competence utilizing current technology as a management and program delivery tool.
* Creativity, positive energy, motivation, and enthusiasm. Adaptive learner.
* Ability to foster and maintain effective working relationships with various clientele including faculty, staff, students and external customers.
* Experience in developing and assessing outreach and communication strategies for internal and external clientele.
* Understanding of the concepts underlying adult education.
* Ability to meet the travel requirements of the job.

**Responsibilities/Essential Functions:**

1. Lead the Center and manage staff. Cultivate an Advisory Council and a Steering Committee that can assist with strategic planning; hold meetings annually and conference calls as necessary. Develop and follow a strategic plan for the Center that coheres with its mission and review it annually with staff and advisors. With the Center’s Partnership Coordinator, explore and follow through on ways to diversify the Center financially, through grants and other opportunities. Meet with funders on behalf of the Center. Develop and adhere to budgets, submit proposals, oversee the fulfilling of objectives. Manage Center finances, reporting, and continuation proposals, and oversee all projects. Coach staff members to reach their potential and function as an effective team with others at the Center and at the university.
2. Network and foster teams. Work with the three other Regional IPM Centers to ensure that IPM Centers contribute vitality, creativity, and purpose to IPM nationally. Assume leadership of the Center Directors group on a rotational basis. Connect with scientists, Extension personnel, growers, activists, and others across the Northeast, not only to understand their needs and priorities, but to also help meet those needs through IPM programming and grants.
3. Develop regional IPM information. Establish and maintain, with the assistance of staff, databases of contacts, resources, IPM guidelines, available funding, and funded grants. Document and disseminate IPM success stories and other relevant IPM information. Oversee Center communications, including print, web, and social networking. Define and develop reporting mechanisms for measurable outcomes; analyze and evaluate major program efforts; make recommendations for enhancing effectiveness; communicate evaluation results; and meet the evaluation expectations of all funding partners.
4. Oversee grant making. Ensure that the Center’s IPM Partnership Grants Program ($300,000) and the Regional IPM Competitive IPM Grants Program ($600,000) are managed effectively. In collaboration with the Partnerships Coordinator, write the Request for Applications issued by the Center, ensuring that the Center’s mission is well served. Read and evaluate proposals; help create and facilitate grant panels; and as appropriate, notify applicants and issue subcontracts. Ensure that the Proposal and Project Management System is functional and encourage staff to maximize its use.
5. Represent the Center. Serve as a liaison to constituents and encourage staff to do likewise. Connect the Center to CCE, Cornell’s College of Agriculture and Life Sciences, the university, states, regions, agencies, centers, and federal programs, including NIFA, HUD, and the EPA, collaborating on projects as feasible. Represent the Northeastern IPM Center on the Sustainable Agriculture Research and Education (SARE)-NE Administrative Council, helping to make decisions about policies and grants. Represent the Center at Cornell Cooperative Extension’s Department Extension Leader meetings. Participate in, and help lead as appropriate, the National IPM meeting and International IPM Symposium.
6. Develop professionally. Participate in courses, workshops, seminars, and self-guided study to hone managerial and leadership skills.