Job Description

Title: Program Associate for Strategic Initiatives, The Conservation Finance Network
Department: The Conservation Leadership Network
Status (Exempt or Non-Exempt): Exempt
Reports To: Program Director, The Conservation Finance Network
Positions Reporting to this Position: None
Date of Preparation: November 23, 2020

POSITION SUMMARY
The Program Associate for Strategic Initiatives will help to advance the Conservation Finance Network’s effort to accelerate the pace and scale of land and resource conservation, restoration, and stewardship by expanding the use of innovative and effective funding and financing strategies. As part of this, the Program Associate will support a new capacity building and technical assistance program with Sentinel Landscapes. Other duties include assisting with the development and facilitation of training activities, cross-sector convenings, educational outputs, and strategic communication. The Program Associate will work closely with the Program Director, Program Manager, and CFN Advisory Committee to increase CFN's overall impact.

PRIMARY RESPONSIBILITIES

- **Technical Assistance Delivery:** Support the delivery of technical assistance to projects and partners. Directly engage and provide support to strategic partners working to incorporate conservation funding and financing strategies into their work, and also recruit and manage contributions from outside experts.
- **Program Design:** Manage the creation and facilitation of programmatic activities including communication, education, mentorship, and technical assistance.
- **Strategic Assessment:** With support from the Program Director, design and conduct strategic assessments of education and technical assistance needs among practitioners.
- **Strategic Communications & Marketing:** Contribute to CFN’s partnership with the Center for Business and the Environment at Yale. Help develop, curate, and disseminate relevant content.
- **Business Planning and Fundraising:** Support the CFN business plan and fundraising strategy to generate revenue for network activities. Actively contribute to lead generation. Support relevant proposal development and reporting.
- **Partnerships and Business Development:** identify potential partnerships and business opportunities (e.g. new partners and audiences for services and resources) to help CFN strategically grow the delivery and impact of its programs.
- **Governance:** Support program governance, including regular communication.
- **Community Building:** Actively work to establish and foster a sense of community across the field of practice.
- **Research:** Perform research on case studies, financing mechanisms, funding prospects, and other relevant topics.
- **Learning:** Proactively stay apprised of new and innovative land conservation finance techniques through interaction with leaders and innovators and through relevant conferences, workshops, and webinars.
- **Other duties as assigned.

DESIRED BACKGROUND AND PERSONAL ATTRIBUTES
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

- **Required:**
  - Bachelor’s degree related to the study of environmental science, land and resource conservation, natural capital, and/or impact investing.
  - A minimum of 5 years of work experience with land and resource conservation projects or transactions, program design and execution, and project and partnership management.

- **Desired:**
  - Experience in communications and marketing, curriculum development, workshop and conference facilitation, business development, fundraising, and grant reporting.
  - Experience with social science research methods, including survey design and analysis.
  - Work experience with major federal land management agencies.

**Knowledge and Skills**

- **Required:**
  - Working knowledge of land and resource conservation transactions, conservation investment and market development dynamics, and relevant public policy.
  - Comfort with uncertainty, including a commitment to prevent or solve problems and an ability to think strategically and creatively to advance organizational goals.
  - Passion for helping land and resource conservation practitioners envision and pursue new pathways for funding and financing their efforts.
  - Excellent project management skills, interpersonal and written/verbal communication skills, and organization skills.
  - Commitment to furthering a positive team dynamic and community culture.
  - Ability to exercise sound and independent judgement while maintaining confidentiality as appropriate.
  - Proficiency in Microsoft Office suite and virtual meeting platforms (e.g. Zoom).

- **Desired:**
  - Familiarity with current issues and leading organizations and practitioners.
  - Ability to anticipate and/or ascertain the needs of partners and stakeholders.
  - Proficiency with social media platforms.

**PHYSICAL/MENTAL REQUIREMENTS:**

- Must be willing to work occasional evenings and/or weekends.
- Travel required, potentially to remote locations.
- Valid driver’s license required.

**LOCATION, COMPENSATION AND BENEFITS:**

This is a remote position.

The Program Associate position is supported with grant funding through 8/31/21 with a very likely possibility of extending beyond that date.
We offer an excellent benefits package including medical, dental and life insurance; 403(b) plan; paid parental leave, vacation, sick leave and holidays.

The Conservation Fund, a Non Profit Corporation, is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave, Sexual Orientation and Gender Identity or Expression and prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.

Interested/qualified candidates should send their resume with cover letter to careers@conservationfund.org.