Title: Program Manager, The Conservation Finance Network

Division: Conservation Leadership Network

Department: Conservation Finance Network

Status (Exempt or Non-Exempt): Exempt

Reports To: Program Director, The Conservation Finance Network

Positions Reporting to this Position: None

THE CONSERVATION FINANCE NETWORK

Conservation finance offers vitally important ways to leverage public, private, and philanthropic dollars for the projects that matter. Expanding the use of these strategies offers our best hope for conserving more land and resources. The Conservation Finance Network (CFN) is the culmination of years of collaborative effort by leading experts. We accelerate the pace and scale of land and resource conservation, restoration, and stewardship by increasing the capacity of professionals to use innovative and effective funding and financing techniques. CFN cultivates a growing network of public, private, and nonprofit professionals to leverage partnerships and improve outcomes. We convene practitioners to develop new tools and address common challenges, provide technical assistance for project implementation, and capture and disseminate actionable information on cutting edge approaches. Together, our efforts increase the financial resources deployed for conservation.

CFN evolved out of a pilot workshop in 2007 at the Yale School of Environment on the art and science of raising, borrowing, investing, and managing money for conservation. Its success led to the founding of CFN at Island Press in 2012. Today, CFN’s operations are based at The Conservation Fund, a top-ranked organization for efficiency and effectiveness which works to achieve environmental and economic outcomes.

POSITION SUMMARY

The Program Manager is responsible for coordinating CFN initiatives and operations, including routine administrative duties (e.g. scheduling and tracking) as well as overseeing cross-sector convenings, capacity building activities, technical assistance delivery, strategic communication, business development, and fundraising. The role is entrepreneurial in nature and requires passion for conservation funding and financing. The Program Manager will work closely with the Program Director, Program Associate, and Advisory Committee to strengthen and grow CFN’s impact.

PRIMARY RESPONSIBILITIES

- **Administrative Oversight and Management**: With support from the Program Director, manage strategic goals and actions, the program workplan and priority activities. Perform routine administrative duties across project lines (e.g. call scheduling, grant and deadline tracking).

- **Convening Management and Facilitation**: Take initiative and exercise independent judgment to manage the development and facilitation of capacity building courses, workshops, and other activities and events. Envision and create new workshop and training programs.
• **Strategic Communications & Marketing:** Lead the management of CFN’s partnership with the Center for Business and the Environment at Yale. Work with partners to develop and disseminate relevant content to an audience of 6,000+ including articles and webinars. Envision and implement a strategy to increase influence and reach. Lead social media strategy and execution.

• **Technical Assistance Delivery:** Support the delivery of technical assistance to projects and partners, including facilitating contributions from outside experts

• **Business Planning and Fundraising:** Work with the Program Director to implement a business plan and fundraising strategy to generate revenue for network activities. Actively contribute to lead generation. Manage all aspects of 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:** Assist with all aspects of program governance, including regular communication and committee management.

• **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.

• **Required:** A minimum five years of experience managing project administration and strategy execution with a demonstrated interest in conservation funding and financing.

• **Desired experience, in order of preference:** project and partnership administration, experience with land and resource conservation projects or transactions, communications and marketing, curriculum development, workshop and conference facilitation, business development, fundraising, and grant reporting.

**Knowledge and Skills**

• **Required:**
  o Passion for helping practitioners find financial resources to advance the pace and scale of their conservation efforts.
  o Working knowledge of land and resource conservation transactions, conservation investment and market development dynamics, and relevant public policy.
  o Comfort with uncertainty, including a commitment to prevent or solve problems and an ability to think strategically and creatively to advance organizational goals.
  o Excellent project management skills, interpersonal and written/verbal communication skills, and organization skills.
  o 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.
  • Knowledge of nonprofit budget and accounting principles including federal cost principles.
  • Proficiency with back-end website management and social media platforms.

PHYSICAL/MENTAL REQUIREMENTS:

• Must be willing to work occasional evenings and/or weekends.
• Some travel required.

LOCATION

This is a remote position.

The Program Manager 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.