

# THE CONSERVATION FUND

## **JOB DESCRIPTION**

**Title:** Conservation Leadership Associate, Conservation Leadership Network

**Department:** Conservation Services

**Status (Exempt or Non-Exempt):** Exempt

**Reports To:** Director, Conservation Leadership Network

**Positions Reporting to this Position:** None

**Location:** National Conservation Training Center, Shepherdstown, WV or Remote

### **THE CONSERVATION FUND**

The Conservation Fund (“TCF” or the “Fund”) is a nonprofit conservation organization dedicated to the dual mission of protecting America’s most important land, water, and natural resources while also supporting economic growth in communities. Top-ranked for efficiency and effectiveness, in its 33-year history The Conservation Fund has protected more than eight million acres of critical conservation property worth \$4.7 billion across all 50 States.

### **POSITION SUMMARY**

The Associate will be a member of The Conservation Fund’s Conservation Leadership Network (CLN) staff located at the USFWS’s National Conservation Training Center in Shepherdstown, WV, or in a remote home office. The Associate will work closely with partners from community-based organizations, government agencies, and corporations, and others to develop and support the delivery of technical assistance programs related to projects that create environmental, economic and social benefits to a wide range of diverse constituents. The Associate will also support functions of the CLN and conservation planning services to include coordination and delivery of all courses, workshops, events and other programs and activities, as well as administrative functions including network communications, contract management, scheduling, impact analysis, database management, marketing and web administration.

The applicant should demonstrate a proven ability to facilitate conservation and economic development planning abilities with diverse audiences of the public, governmental representations, and private businesses across various scales. The position will rely on the applicant’s ability to manage complex projects with a network of partners, develop shared goals among stakeholders, and develop actionable planning documents.

### **PRIMARY RESPONSIBILITIES**

Core duties or tasks that are fundamental to performance of the job, listed in order of importance or frequency.

- Provide technical assistance and training development functions including: (50%)
  - Lead design and delivery of meetings, workshops and conferences, presentations, and training or capacity-building events. Essential duties include instructional program planning and design, facilitation, and evaluation.
  - Develop program assessments, evaluations, and research studies and reports.
  - Coordinate communication with the partners and network members including scheduling meetings, promotional announcements.
  - Assist in the preparation and update of instructional materials.

- Lead communication and coordination with instructors and participants; including event preparation and logistics. Duties related to this responsibility may also support the Conservation Finance Network on an as needed basis.
- Provide program marketing and web administration functions including: (20%)
  - Interface with The Conservation Fund's Marketing and Communications team to make updates to web pages, develop collateral materials, add additional content to web and social media
  - Develop marketing materials in partnership with network partners which may include blog posts, articles, and video interviews.
  - Lead, coordinate, and track all marketing and communication planning.
- Expand Network relationships and programmatic fundraising: (15%)
  - Working closely with the Director, research new strategic partnerships and fundraising opportunities, build new relationships, and develop strategic funding proposals.
  - Design and deploy new tracking metrics and research frameworks to inform updates to technical assistance programs, the development of case studies, and marketing and promotional materials to support partner development.
  - Provide project management assistance on conservation planning projects and Conservation Services special projects on an as needed basis.

#### **DESIRED BACKGROUND AND PERSONAL ATTRIBUTES**

- Master's degree in education, professional training, planning, natural resource management, community or economic development, or related field OR a combination of education and one full year of experience related to the stated Associate position description.
- Strong oral and written communication skills.
- Strong public speaking and facilitation skills.
- Proven ability to develop technical assistance programs including trainings, workshops, focus groups, grant programs, and coaching.
- Proven ability to organize events, coordinate meetings and related activities, and to work cooperatively with people.
- Proven ability to administer and manage contracts, grants, invoicing and other financial management tasks for multiple projects.
- Ability to travel, work outside normal office hours, and work within time constraints.
- Computer literacy: MS Office programs required; HTML/web design/graphic design preferred.
- Knowledge of and passion for conservation, education or related fields preferred.
- Will be required to meet all requirements necessary to work at a Federal facility; requirements will include a background investigation.

#### **PHYSICAL/MENTAL REQUIREMENTS:**

The physical and mental requirements described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to operate a computer and other office productivity machinery, such as copy machine, and computer printer for long period of time;
- Must be able to occasionally stand for long periods of time;
- Must be able to occasionally move/lift boxes weighing up to 50 pounds.

**Compensation and Benefits:**

This position offers a competitive salary, opportunities to earn performance-based bonus compensation and a highly competitive package of benefits including employer contributions for health care, paid holidays, vacation and personal/sick leave, retirement plan and more.

To learn more about The Conservation Fund, visit <https://www.conservationfund.org>.

Qualified candidates should email their resume with cover letter to: [careers@conservationfund.org](mailto:careers@conservationfund.org).

*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 status, Sexual Orientation and Gender Identity or Expression. The Fund 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.*