POSITION ANNOUNCEMENT: Project and Programs Manager

Conservation Science Partners (CSP) seeks a Project and Programs Manager to help manage and coordinate the work of our creative conservation biologists, ecologists, and social scientists who are implementing projects across the United States and internationally.

Background and Overview

Following rapid growth in our core and extended staff size (25+) distributed across multiple locales, and the scale and scope of projects and initiatives, we seek a full-time Project and Programs Manager. This individual will provide leadership and management of project workflows, typically through focused, rotating support of various small teams, and help us streamline the structure and diversity of our programs. The role will also help launch our Analytics Lab, an exciting new initiative in partnership with big technology and philanthropic organizations, and integrate and balance this emerging work with our existing projects and programs.

This position will work closely with the President, Business Manager, and senior science staff to drive or co-manage logistics, budgets, and outcomes for scientific teams based in two offices plus other locations or institutions in six western states. In this context, the successful candidate will contribute to an internal culture of diversity, equity, inclusion, innovation, creativity, and experimentation, and help advance the function, direction, and initiatives of the organization. This position will report to the President of CSP.

We work in an exciting, complex, and fast-paced non-profit realm where project emphasis is generally on terrestrial ecology and freshwater systems with applications to human systems, such as land and water use, protected areas, social and environmental justice, and end-user needs. We use tools that include data science and advanced analytics; disturbance, drought, impacts, or risk analysis; climate change vulnerability analyses; species occupancy and habitat modelling; wildlife and ecological connectivity analysis; and others. We work on up to 50 projects annually, of which about half may be active at a given time.

Core responsibilities for this position include:

- Day-to-day development and management of complex workflows, budgets, and timelines — in collaboration with project leaders and administrative staff — to ensure sustained, timely, and measurable outcomes for all projects underway simultaneously
- Co-development and coordination of new or emerging programs and initiatives, working with staff across the organization, as well as core partners and clients (funders and collaborators)
- Assisting staff with successful project execution through regular measurement, learning, and evaluation, including assessments or management of workloads, timesheets, expenditures, agreement modifications, and associated communications with clients or other project partners
- Supporting and tracking timely, accurate grant application processes to ensure competitiveness
• Using or deploying Asana, BigTime, or other stand-alone project management applications and tracking systems to increase organizational efficiency and effectiveness at multiple levels
• Oversight and continuous improvement of CSP best practices, including documentation and processes for financial systems and reporting, data management policies, research and development investments, QA/QC of technical products, and related matters.

We are seeking candidates with these experiences, skills, and personal attributes:

• Ability to drive a culture of diversity, equity, inclusion, innovation, creativity and experimentation
• Personal creativity, diplomacy, courage, humility, accountability, and a sense of humor
• Evidence of systems thinking skills that advance organizational health and growth, and are relevant to promoting project outcomes that benefit CSP partners and advance our mission
• Experience with creative development of organizations, ideally including some interdisciplinary analysis, human or justice dimensions of environmental issues, or science communications
• Experience helping mission-driven entities plan and diversify programs, workforces, and project portfolios, including strategic budgeting to manage risk across projects, sectors, and funders
• Proven success in project management in a complex applied science or technical organization
• Evidence of outstanding organizational and time management skills; strong attention to detail and product quality, aesthetics, and branding; and excellent written/oral communication skills
• Experience with US federal contracting procedures and compliance, as well as other contracting and accountability systems required by universities, corporations, or foundation partners
• Working knowledge of technology and software such as Asana, BigTime, or other project- or productivity-management applications; QuickBooks; Zoom and Teams; GitHub and other repositories; Google’s G Suite and Gmail; and familiarity with cloud-based computing platforms.

Required minimum qualifications: At least five years of experience in program management, operations, budgeting, and team leadership in one or more contexts (e.g., non-profit, academic, government agency, Indigenous, or private sectors) is required. Experience in applied research, biological sciences, or natural resources is preferred. A graduate degree in business or non-profit management, natural or social sciences, or interdisciplinary environmental sciences or a relevant, related field is strongly preferred. Candidates with a bachelor’s degree plus professional certifications (e.g., PMP) or other relevant experience substantially exceeding the required minimum may be considered.

Application deadline and expected start date: Priority will be given to complete applications received by September 4th, 2020, with screening to begin soon thereafter; interviews will begin in early September, with an ideal start date of mid-October 2020.

Location: This position is intended to be based in Truckee, CA. Due to the ongoing, fluid situation with the risks of COVID-19 transmission, and CSP’s interest in reducing such risks, we will consider a remotely stationed individual. Ideally, if and when the risks are sufficiently reduced, and if the candidate and CSP staff are comfortable, we would revisit the location of this position. Truckee is 30 minutes from Reno, NV. The Reno-Truckee area offers a high quality of life near natural beauty, a vibrant evolving urban
area, outdoor recreation, excellent educational institutions, and a convenient international airport. We are only able to consider candidates with the legal ability to be employed in the United States.

**Compensation:** The Project and Programs Manager salary range is $80,000-$100,000, depending on experience. We offer a comprehensive group medical, dental, and vision insurance package; retirement benefits; and professional growth and advancement opportunities.

**How to apply:** Please prepare a cover letter explaining how your goals, skills, and experience fit the core responsibilities and required and desirable attributes of the role. Please also address how your broader knowledge and experience can contribute to our organizational mission, culture, and values. In addition, please provide the names and contact information of at least three relevant professional references, as well as your CV, and send to hiring@csp-inc.org. We will not contact references without notifying you first. Your cover letter, reference list, and CV should be compiled and emailed as a single PDF file. Please indicate **PROJECT AND PROGRAMS MANAGER** in the subject line. We sincerely appreciate all those expressing interest in this position. However, only applicants invited for an interview will be contacted.

**About Conservation Science Partners:** CSP is a 501(c)(3) nonprofit scientific collective established to meet the analytical and research needs of diverse partners in conservation projects. Our mission is to apply human ingenuity to the preservation of species, populations, and ecosystems using scientific principles, innovative approaches, and lasting partnerships with conservation practitioners. Our principal offices are located in Truckee, CA, and Fort Collins, CO, with additional staff located in four other western states. Further details are available by examining our website: csp-inc.org.

**Organizational Values and Culture:** Our core values include scientific and technical excellence and integrity, and we consider diversity, equity, and inclusion as equally important values for our employees to possess or be open to learning and growing. We support and encourage creativity and innovation in practice and products; respectful co-production of knowledge; engagement with social justice practices; and connection to the living world. CSP supports vibrant, diverse living systems of all kinds, remaining mindful of the root causes of ecological harm. In particular, we are committed to realizing diversity, equity, and inclusion in all we do. We are actively pursuing projects that directly involve Black, Indigenous, and communities of color and diverse international partners, address disparate impacts of environmental change, and support social justice. We are advancing a process to ensure that such goals come alive, recognizing the sustained attention, learning, and long-term commitment that this requires. We recognize that we must focus on diversifying our staff and board to demonstrate these stated values.

CSP’s culture stems from highly skilled, independent people working in dynamic collaboration to implement quality projects while imagining the future shape, form, and landscape of conservation partnerships. Our staff includes artists, musicians, athletes, collectors, mechanics, and people pursuing other passions beyond conservation. As a group, we are candid and embrace respectful communication, intellectual independence, intentional collaboration across a dispersed network, personal accountability, ownership of quality and joy in our work, and adaptability and resilience. We put a special emphasis on innovation and creative co-leadership. Through staff workshops and retreats, collaborative ‘Innovation Labs,’ cross-sector outreach and training, and staff-driven technical and
facilitative approaches, we seek ways to increase our creativity, efficiency, and effectiveness, while enjoying the process.

*CSP is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, veteran status, parental status, or marital status in its programs and activities. We recognize that diverse backgrounds, cultures, and experiences can only enrich our community and our conservation mission and goals. As part of our intentional efforts to increase inclusivity, equity, diversity, and justice, we encourage applicants from underrepresented groups in conservation, e.g., those who identify as women or non-binary, LGBTQ+, are people of color, or represent any combination of these and other identities.*