Job Posting: Program and Grants Associate

Organization

Founded in 1999, the Amazon Conservation Association’s mission is to protect the biological diversity of the Amazon basin. Our efforts are geographically focused in the headwaters of the Amazon basin, where the Amazon forest meets the Andes mountain range in southeastern Peru and northern Bolivia.

ACA currently protects over 1.5 million acres of Amazonian rainforest; we established the world’s first conservation concession, manage some of the best research stations in the tropics, and are leading the charge to find mechanisms such as the voluntary carbon market and payments for environmental services to make forest conservation financially sustainable. For more information, please visit www.amazonconservation.org.

Position

The Amazon Conservation Association is seeking a **Program and Grants Associate** to support fundraising, project management, and communications relating to its work conserving the Amazon Basin in Peru and Bolivia. The position will be based in its Washington, DC office (or alternatively in Lima or Cusco, Peru if the candidate prefers) and report to the Associate Director of Programs, coordinating with the Executive Director, DC Office Director, Peru and Bolivia Directors, and other relevant staff.

Duties:

**Writing**

- Work with colleagues in DC, Peru, and Bolivia to write grant proposals for funding from foundations, family foundations, corporations, bilateral and multilateral agencies, and any other potential sources. Project topics will include conservation area management, sustainable management of non-timber forest products, sustainable livelihoods activities including agroforestry and aquaculture, major infrastructure threats, conservation finance mechanisms including REDD+, and related governance and policy issues.
- Identify and evaluate new funding opportunities.
• Assist in the formulation of project concept notes.
• Support the drafting of progress reports and final reports for donors, including translating from Spanish to English and editing reports from field staff.
• Contribute writing & editing to ACA’s website, annual report, quarterly newsletter, fact sheets, and other institutional documents.

Grant Management
• Assist Associate Director of Programs in providing technical backstopping for project implementation and in monitoring & evaluating project advances, budgets & deliverables.
• Support management of ACA grant budgets and sub-agreements, disbursement requests, and changes to grant implementation deliverables.
• Ensure sub-grantees meet scheduled reporting requirements.
• Help keep tracking of grant & budget implementation up to date.

Outreach
• Call current and potential donors to discuss opportunities and give project updates.
• Present ACA’s work at events, conferences and other venues, and assist in preparing presentations to be given by the Executive Director.
• Conduct outreach/networking with partner organizations and supporters.

Desired Qualifications
• Excellent writing skills
• Fluent spoken and written English and Spanish
• Familiar with tropical forest conservation issues
• Comfortable calling donors by phone and giving presentations
• Master’s degree in a relevant field (conservation, sustainable development, economics, international development, natural resource management, etc.) preferred, or a Bachelor’s degree with at least three years of relevant experience
• Three–to–five years of work experience
• Able to perform well in fast-paced, dynamic, cross-cultural team environment
• Detail-oriented, and able to organize and prioritize work and meet deadlines
• Willing to travel internationally up to three or four times annually
• Demonstrated passion for Amazon Conservation Association’s mission

ACA offers a competitive salary and an outstanding benefits package. Please email your résumé, a cover letter, and a list of three references to applications@amazonconservation.org (subject line: Program and Grants Associate application). No phone calls please. Applications accepted until position is filled.