Program Associate
July 2023

<u>**Organization**</u>

Amazon Conservation's mission is to unite science, innovation, and community to protect the Amazon—the greatest wild forest on Earth.

As conservation pioneers since 1999, we have used science to guide our multi-pronged approach to environmental conservation and restoration in the western Amazon. Our founding program provided support for Brazil nut harvesters in Peru, as an incentive for protecting the forest. Since then, the organization has grown to protect over 9.3 million acres of rainforest, establish Peru's first conservation concession, host thousands of scientists and tourists at our three premier research stations, empower indigenous communities to develop forest-friendly livelihoods, and so much more. Our on-the-ground 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. We recently expanded our real-time satellite monitoring program to Ecuador, Colombia, Venezuela, and Brazil through local partnerships.

For more information, please visit www.amazonconservation.org.

<u>**Position Overview**</u>

Amazon Conservation seeks an organized and detail-oriented professional to serve as Program Associate within our growing Washington, DC office. The Program Associate is a part of the organization's Programs Team and works closely with the DC-based Development and Finance teams, the Alliance Grants team and other Alliance technical staff, as well as with regional partners to help secure institutional funding support to grow the reach of our 10-year Alliance Strategy.

The Program Associate will focus on program management, including grant reporting, budgeting and financial reporting, maintaining donor relations, and program implementation oversight and grant products and deliverables. The Program Associate will also assist with research and writing to develop competitive grant proposals, identifying and following up on funding opportunities, and coordinating closely with our sister organizations in Peru (ACCA) and Bolivia (ACEAA), as well as with other partners across the Amazon. The Program Associate will report directly to the Program Director and support the Program Manager along with other DC staff members in daily program management operations, strategic planning, and contributing to communications materials.

<u>**Responsibilities**</u>
Grant and Project Management (65%)
- Support ACA in providing grant management support and technical backstopping for partners on the ground.
- Help draft and review narrative and financial reports for donors.
- Support management of ACA grant budgets, including management of sub-agreements, disbursement requests, and changes to grant implementation deliverables.
- Assist ACA in maintaining strong relationships with funders, partners, advisors and others.
- Support Programs Team to translate grant reports and other materials.
- Create, manage and update grants reporting calendar on a monthly basis, and track progress of submitted proposals.

- Lead organization of online files management for the Programs team within Dropbox.

Institutional Giving fundraising support (15%)

- Oversee and update Institutional Giving funders accounts in Salesforce.
- Manage and update Institutional Giving pipeline and Moves Management plan.
- Seek, research, and evaluate appropriate grant opportunities.

Grant writing (10%)

- Support the team in writing grant proposals and submitting grant applications, including budget development.
- Assist in the formulation of project concepts and proposals in English and Spanish.

Other duties (10%)

- Raise ACA's profile by attending or presenting at events, conferences and other venues as needed.
- Contribute writing & editing to annual report, quarterly newsletter, and other institutional communications.
- Coordination with colleagues in the ACA-DC office via weekly meetings and quarterly reports.
- Support preparation and execution of meetings of the Board of Directors.

Required Qualifications

- Bachelor's degree and 3-4 years of nonprofit experience.
- Professional competency in Conservation, Environmental Science, Climate Change Mitigation and Adaptation, International Development or related fields highly preferred.
- Professional proficiency in written and spoken English and Spanish,
- Ability to glean and understand technical documents and other information and edit and rewrite the information in a clear and direct style while preserving intricacies of complex content.
- Excellent research skills.
- Strong organizational skills and attention to detail.
- Experience with coordinating fundraising strategies and activities.
- Ability to perform well in a fast-paced, cross-cultural team environment.
- Ability to travel internationally up to 2-4 times annually.
- Strong computer skills and proven ability to use standard technology packages, i.e. Microsoft Word, PowerPoint, Excel, Google Drive, Dropbox, Zoom.
- Self-motivated with strong organizational skills, problem-solver, positive can-do attitude, and high accountability.

Amazon Conservation offers a competitive benefits package that includes employer-paid medical, dental, vision, short- and long-term disability, as well as a matching pension plan, 70% dependent healthcare coverage, 12 sick days, 3 personal days, and 25 vacation days. EOE.

Salary commensurate with experience.

Please note that this is a hybrid position and the candidate must be located in the DMV area (Washington, DC, Maryland, Virginia) to access our DC office two days a week, occasionally three, as events are planned.

Application Guidelines

Please submit your cover letter, resume, recent writing sample and a list of three references via email to applications@amazonconservation.org with the subject title "Program Associate Application." Applications without all required materials will NOT be reviewed. Due to the high volume of applications, the organization will only reply to finalist candidates. No phone calls, please.

Candidates are reviewed on a rolling basis. Position open until filled and is available immediately.