

POSITION DESCRIPTION: Programs Manager

Conservation Science Partners (csp-inc.org) is seeking a Programs Manager to help manage and coordinate the work of our teams of conservation biologists, ecologists, and social scientists who are implementing projects across the United States and internationally.

About: Conservation Science Partners (CSP) is a dynamic 501(c)(3) nonprofit established in 2012 to meet the analytical and research needs of diverse stakeholders in achieving conservation and protection of the natural world. Our mission is to apply human ingenuity to the preservation of nature using science, technology, and lasting partnerships with conservation practitioners. We connect the best minds in conservation science to solve problems in a way that is comprehensive, flexible, and service-oriented. CSP works in the complex and fast-paced nonprofit realm using tools that include data science and advanced analytics; risk analysis and climate change vulnerability analyses; species and habitat modeling; and wildlife and ecological connectivity analysis to identify solutions through land and water use, designating protected areas, and advancing social and environmental justice. We are a recognized leader in the development of data, models, and maps to convey the status of and change to natural systems and human impacts on the environment. Core clients and partners include federal agencies, foundations, environmentally progressive businesses, and other non-governmental organizations. Outcomes of projects are designed to explain ecological phenomena and lead to tools, map products, and strategies often tailored to the needs of decision makers.

Organizational Values and Culture: Our core values include scientific and technical excellence and integrity, which help to advance the function, direction, and initiatives of the organization. We support and encourage creativity and innovation in practice and products; respectful co-production of knowledge; and connection to the living world. We are actively seeking project opportunities that directly involve Black, Indigenous, and communities of color and diverse international partners, address disparate impacts of environmental change, and support social justice. We welcome the broader complement of knowledge and skills that stem from applicants' professional and life experiences. We seek a candidate with deep curiosity directed toward diverse research interests, as well as aptitude and enthusiasm to develop new skills and areas of expertise.

Position Description: We are seeking a Programs Manager who will manage the full suite of projects across each of the four distinct, but interrelated programs (or 'labs') in the organization. This work entails direct involvement in the management of more than three dozen projects at any given time, including communicating and coordinating with staff and clients on proposals, budgets, contracts and agreements, reports and other deliverables, and deadlines. This individual will help to streamline our project and program management practices, procedures, and systems, while working in close coordination with the administrative team (Business Manager and Chief Operating Officer) as well as Senior Scientists and lab leads. We work with clients and partners from all sectors, including federal, private, and non profit organizations. Accordingly the Programs Manager will have an extensive background in project and program management best practices to ensure successful engagement with a range of clients and partners and, in particular, has experience with achieving regulatory compliance of government contracts and agreements. The individual in this position will have excellent organizational and communication (oral and written) skills and the ability to successfully balance many projects simultaneously. It is expected that this position contributes to an internal culture of diversity, equity,

inclusion, innovation, creativity, and experimentation, and helps to advance the function, direction, programs, and initiatives of the organization. The Programs Manager will report to the Chief Operating Officer and will not directly supervise program leads or other staff.

Core responsibilities and skills:

- Guide and assist key staff with successful proposal and project implementation, execution, and completion through established protocols and ongoing evaluation, including regular assessments of timesheets, expenditures, agreement modifications, and associated communications with clients or other project partners; collaboratively tracks key performance indicators and other benchmarks or metrics relevant to project and staff success, for multiple projects simultaneously
- Supporting and tracking timely, accurate grant application processes to ensure proposal compliance and competitiveness
- Oversees review, execution, and closure of all project contracts and agreements in coordination with Business Manager, Senior Scientist, Project Lead, and/or Principal Investigator (i.e., 'primary staff'), ensuring timely reporting and invoicing, and avoiding budget or other shortfalls; reviews interim and final project products, as appropriate, to ensure all funder requirements are met
- Work with primary staff to track project portfolios by program, including project goals, deliverables, resource allocations, and risks; through ongoing evaluation and close-out process, identify efficiencies, lessons learned, and process improvements over time
- Establish and execute agile processes to ensure systems of record and related project files are kept up to date using Google Drive (e.g., individual project folders, proposal tracking), including maintaining permissions and disseminating files or other information to project staff and partners or collaborators, as appropriate
- Steward project management software Hive for each program, including onboarding of new projects; populating of key technical, reporting, and financial tasks; upkeep of key links, resources, and templates; supporting staff adherence to internal Hive best practices; training of new staff in Hive best practices
- Foster and maintain positive, respectful communications with clients, research collaborators, graduate students, interns, and project contractors, among others engaged in project efforts

Preferred skills or experience:

- Strong working knowledge in project/program Management best practices. PMP Certification highly desirable.
- Proven success in programs or 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 a commitment to professional excellence in both written and oral communications
- Experience with US federal contracting procedures and compliance, as well as other contracting and accountability systems required by universities, corporations, or foundation partners
- Strong working knowledge of technology and software such as Hive, Slack, and Google's Workspace suite of products, among other fundamental project or program management tools

Required minimum qualifications: At least five years of experience in program and project management, operations, budgeting, and compliance in one or more contexts (e.g., nonprofit, academic, government agency, or private sectors) is required. A graduate degree in business or nonprofit management, natural or social sciences, or a relevant, related field is strongly preferred.

Candidates with a bachelor's degree plus professional certifications (e.g., Project Management Professional) 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 **Feb 9th, 2024**, with screening to begin soon thereafter with an ideal start date of no later than **April 1st, 2024**.

Location: Flexible within the United States, home or office-based, with strong preference for the Reno-Tahoe region and CSP's Truckee, CA, headquarters.

Compensation: The Programs Manager salary range is \$65,000–85,000 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 email a cover letter explaining how your goals, skills, and experience fit the core responsibilities of the role and please also describe how your broader knowledge and experiences can contribute to our organizational culture and values. Include the names and contact information of at least three relevant professional references, as well as your CV, and send to: **hiring@csp-inc.org**. Your cover letter, reference list, and CV should be compiled and sent as a single PDF file. Please indicate **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.*

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 non-binary, LGBTQ+, are people of color, or represent any combination of these and other identities.