



804 Hazel Street, Suite A | Hood River, OR | 97031

CONSERVATION PROGRAM MANAGER

Position Type: Full-time, salaried position.

Reports to: Executive Director

Location: Remote, ideally based in the Pacific Northwest

Salary: \$62,200

Benefits: \$500/month healthcare stipend, paid time off, mileage reimbursed at government rate, strong commitment to work-life balance.

ORGANIZATION OVERVIEW

Cascades Carnivore Project is a small conservation science non-profit organization working to study and protect rare carnivores and mountain ecosystems. We employ innovative science to advance our understanding of the long-term requirements for healthy carnivore populations. We work in partnership with universities, Tribes, local, state, and federal agencies, and other conservation organizations. Our accomplishments are gained through our driven and passionate staff, public support, the participation of local communities, and the strong personal relationships we forge with people who support carnivore conservation and coexistence. The geographic scope of our science program spans the Cascade Mountains of Washington and the Coast Mountains of British Columbia.

POSITION OVERVIEW

The Conservation Program Manager will coordinate and strengthen our community science program, write and manage grants, assist in managing the daily operations of our research projects, and conduct organizational administrative tasks. The position offers a flexible location within the Pacific Northwest. Approximately 20-25 days per year will be spent traveling, presenting and working in the field in Washington.

The position is a combination of day-to-day programs and operations management, and project development and fundraising to strengthen our programs.

PRIMARY DUTIES

Program Management (50%)

- Manage our community science program including the outreach, training and coordination of volunteers
- Conduct some travel to engage with local communities by providing presentations and field trainings in Washington
- Advance programmatic outreach to the greater public by providing periodic content for communications (e.g., newsletters, fact sheets, social media, editorial pieces)
- Strengthen relations with existing partners (i.e., agency, tribal, NGO, university) and develop new working relationships with partners, funders, stakeholders, and community groups
- Identify research and conservation priorities in collaboration with the Executive Director
- Plan and implement technical scientific research on wolverine, Cascade red fox or Canada lynx within our science program
- Recruit, train and support field staff, interns and/or graduate students
- Assist in the management and analysis of data collected in the field

Operations Management (50%)

- Manage grants including writing and maintaining project budgets, invoicing, reimbursements, and expense and progress reports
- Identify and secure funding opportunities (i.e., agency and foundation grants) by developing proposals aligned with CCP's strategic plan and priorities
- Strategize and manage additional revenue sources including securing corporate sponsorships, managing giving platforms, and donor engagement
- Conduct administrative tasks such as maintaining donor database, managing organizational finances in Quickbooks Online, updating website, and sending mailchimp newsletters.
- Lead or coordinate technical report writing and peer-reviewed manuscripts, as merited

QUALIFICATIONS

We are seeking a person with strong experience in conservation science, grant writing and management, and project management. They must have strong analytical and problem-solving experience and aptitude, and be able to work largely on their own.

They will have a MSc in wildlife biology or conservation biology with at least 5-years of applied experience; and knowledge of the biology, population ecology, habitat associations, and relevant research protocols for target carnivore species (wolverines, red foxes, Canada lynx)

They must have a proven ability to write proposals, secure funding, and manage deliverables; an aptitude for budget management; experience identifying priorities and goals, and excellent writing skills.

They will have an ability to largely work during usual business hours in PST, a willingness to work occasional evenings and weekends, and a valid Driver's license and access to a reliable insured vehicle for occasional travel

They will be passionate about the conservation of nature, and bring their personal enthusiasm to the continued growth of our small organization and to the wildlife, people, communities and landscapes that we serve.

TO APPLY: Email your CV and a short paragraph detailing your experience and interest in the position in the body of your email to hello@cascaDESCARNIVORE.ORG.

Applications are currently being received and interviews will be scheduled starting at the end of August 2024.

The applicant will undergo a 6-month trial period.

As an equal employment opportunity, no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. To request a reasonable accommodation when applying for this position, please contact us.