

## POSITION ANNOUNCEMENT ASSOCIATE, INTERNATIONAL CONSERVATION PRACTICE

### ENVIRONMENTAL INCENTIVES, LLC

Environmental Incentives' mission is to enhance the natural systems that sustain resilient and healthy communities. We design performance-driven approaches to conservation that empower public and private sector leaders to multiply their impact. We are environmental thought leaders pioneering a new wave of conservation, helping people get the most from their investments in the environment. Since our establishment in 2004, we have become a leading advisor on natural resource programs and policies across the country and internationally.

Environmental Incentives is a small but growing company with three offices across the US.

- Western Office (headquarters) - South Lake Tahoe, CA
- Eastern Office - Washington, D.C.
- Mountain Office - Denver, CO

### OPPORTUNITY

Environmental Incentives is seeking to hire an Associate to join the International Conservation Practice in our Washington, D.C. office. The Associate will support the Measuring Impact Project and other projects in the International Conservation Practice Area, as needed. Measuring Impact is a USAID-funded six-year initiative (2013-2018) to enhance the impact of USAID biodiversity and forestry programs through improved knowledge, evidence-based programming, and adaptive management. The position is full-time with occasional domestic and international travel.

It is anticipated that the principal duties of the incumbent will include those listed below, but the successful candidate will have the willingness and capacity to take on different tasks and to respond to emerging needs.

#### Principal Duties:

- Client Deliverables (anticipated 80% time)
  - Contribute to the production of contracted work products based on EI's service offerings in areas that include:
    - developing adaptive management and performance management systems;
    - designing client-tailored monitoring, evaluation, and learning approaches;
    - designing incentive and pay-for-success programs;
    - documenting best practices and facilitating their use; and
    - supporting organizational development for our clients and partners.
  - Lead production of case studies, technical notes, and reports under the direction of and in collaboration with a technical specialist.
  - Provide monitoring, evaluation, and learning expertise to USAID-funded initiatives, including indicator design and implementation; providing quality assurance for all data inputs on a quarterly basis; assisting with semi-annual and

annual reporting of results; and helping EI develop innovative and practical approaches to applying monitoring, evaluation, and learning results to adaptive management.

- Contribute to the Measuring Impact’s management and coordination as needed.
- Contribute to strategic planning, reporting, and operations.
- External Relations and Business Development (anticipated 20% time)
  - As needed, support proposal development by drafting sections, performing research, and editing.
  - Help develop communications and outreach products under the direction of the Senior Associate for Synthesis and Outreach, including presentations, videos, documents, and other media.

## QUALIFICATIONS

Environmental Incentives seeks talented, creative, and inspired professionals who can provide technical skills and insight based on experience to our growing practice and dynamic team.

### MINIMUM QUALIFICATIONS

- 4-6 years’ professional experience in conservation programming, international development, adaptive management, and/or organizational development.
- A degree in biodiversity or natural resource conservation or a related field including: organizational development, evaluation, environmental planning or policy, international development, economics, or sociology. A master’s degree is preferred.
- Ability to live in Washington, D.C.

### PREFERRED SKILLS & EXPERIENCE

- Demonstrated independent experience with the design and implementation of monitoring, evaluation, and learning programs, including experience with the collection, management, and analysis of qualitative and quantitative data.
- Familiarity with USAID programming, approaches and policy, including USAID monitoring and evaluation policy, approaches, terminology, and procedures.
- Familiarity with the Open Standards for the Practice of Conservation and Miradi strongly preferred. Demonstrated experience using theories of change as the basis for designing and managing programs and for planning and conducting evaluations.
- Ability to manage multiple projects simultaneously.
- Problem-solving orientation with a desire and ability to work independently and contribute to collaborative solutions.
- Highly organized with excellent verbal and written communication skills.
- Strong work ethic and commitment to timely delivery of high-quality products.
- Alignment with Environmental Incentives’ core principles.

## COMPENSATION

EI offers competitive compensation packages with performance incentives and growth opportunities. Compensation will be commensurate with personal qualities and experience.

## HOW TO APPLY

To apply, please submit a cover letter and resume on our careers page with 'Associate DC' as the position title. Candidates will be reviewed as applications are received and the position will be filled as soon as the appropriate candidate is identified.

### **What happens next?**

While resumes and cover letters allow us to screen for certain characteristics, they don't always let us know who you are and the particular qualities and skills you possess. Therefore, we will ask qualified candidates to complete a hiring exercise in order to better determine alignment with Environmental Incentives' principles and position expectations. Candidates who perform well on the hiring exercise will be invited to interview with the Environmental Incentives team.

## EQUAL OPPORTUNITY EMPLOYER

Environmental Incentives is an equal opportunity employer and does not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, sexual orientation, or national origin.