

POSITION ANNOUNCEMENT

SENIOR ASSOCIATE, KNOWLEDGE MANAGEMENT & LEARNING

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 a Senior Associate to join the International Conservation Practice in our Washington, D.C. office. The Senior Associate will provide senior technical and management input to EI's work on the Measuring Impact project and other projects in the International Conservation Practice Area. 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.

Senior Associates are EI's front-line project leads; they serve as project managers, manage client relationships, and create high-quality products with staff support. In addition, Senior Associates leverage their extensive experience and networks to develop new business and contribute creative ideas to enhance the company's services. The Sr. Associate will have the opportunity to:

- **Direct projects.** Lead project teams of staff and project partners from program exploration and design through pilot and implementation support 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;
 - using state-of-the-art adult learning approaches to build individual and organizational capacity
 - documenting best practices and facilitating their use; and
 - supporting organizational development for our clients and partners.
- **Empower clients.** Be the primary point of contact between clients and project teams, and empower and create value for clients with minimal oversight from senior management. Use a creative problem-solving approach to meeting client needs and facilitating their success.

- **Develop and quality assure products.** Oversee development and delivery of insightful, durable products. Effectively solicit input from the client, senior management, and other staff.
- **Leverage and mentor staff.** Manage project teams and individual staff to support their successful contributions to projects and professional development.
- **Develop new business and partnerships.** Create opportunities to provide additional value to existing clients through new contracts, and create new opportunities to enhance conservation outcomes through identification and development of new clients and partners.

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

These qualifications are considered the minimum necessary, and we expect successful candidates will bring more than the minimum listed.

- 7-10 years' experience in biodiversity or conservation programming, international development, knowledge management, learning, and/or organizational development.
- Advanced degree in natural resource conservation, knowledge management, or a related field including: evaluation, environmental planning or policy, international development, organizational development, economics, or sociology.
- Familiarity with USAID programming, approaches, and policy, including USAID monitoring and evaluation policy, approaches, terminology, and procedures.
- Ability to live in Washington, D.C.

PREFERRED SKILLS & EXPERIENCE

- Demonstrated experience managing teams and clients to scope and produce technical products.
- Professional experience in organizational development and/or systematic learning.
- Familiarity with the Open Standards for the Practice of Conservation and Miradi software preferred. Demonstrated experience using theories of change as the basis for designing and managing programs and for planning and conducting evaluations.
- Demonstrated ability to solve complex technical, managerial, or operational problems involving multiple viewpoints.
- Demonstrated experience facilitating large stakeholder groups to successful outcomes.
- Success with new business development in the natural resources field.

NECESSARY CHARACTERISTICS

- Alignment with Environmental Incentives' core principles.
- Problem-solving orientation with a desire and ability to work independently and contribute to collaborative solutions.
- Ability to synthesize complex information.
- Highly organized with excellent verbal and written communication skills.

- Strong work ethic and commitment to timely delivery of high-quality products.
- Ability to constructively receive and give critical feedback.
- Ability to lead multiple client engagements in different contexts simultaneously.

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 'Senior 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.