

POSITION ANNOUNCEMENT

CHIEF OF PARTY (SEEK)

Position announcement closes February 28, 2018.

Please send resume and cover letter, with "SEEK COP" in the subject line, to: seek@enviroincentives.com

OPPORTUNITY

Environmental Incentives, LLC (EI) is seeking a highly qualified Chief of Party with strong experience and passion for improving development outcomes through more effective practices in learning, knowledge management, and communications. The position is contingent upon receipt of award.

The Chief of Party will lead a team that serves four client offices in USAID (Water, Global Climate Change, Energy and Infrastructure, and Forestry and Biodiversity). S/he will work closely with staff of Environmental Incentives, our partners on SEEK, our clients in USAID, and other USAID service providers.

Project Background

SEEK (Sharing Environment and Energy Knowledge) will enhance development impact through activities under four key tasks: training, communications, knowledge management, and facilitation/organizational development. SEEK is planned to be a two-year program, with three additional option years. Its objectives are to improve staff knowledge, skills and abilities; support knowledge creation, capture and use, and share knowledge internally and among a wide range of stakeholders; enhance communication and outreach to inform and engage key audiences using multiple approaches and channels; and strengthen organizational capacity for greater efficiency and learning for improved development impact.

DUTIES

The Chief of Party will be responsible for:

- Technical leadership
 - Facilitate project strategic planning to put the vision of SEEK into practice. Help our clients achieve their objectives for SEEK by mobilizing, motivating, and managing staff and partners
 - Provide proactive technical and thought leadership for SEEK's program of work
- Relationship management
 - Develop a strong partnership with client offices by delivering high quality, client-oriented service
 - Liaise with USAID client office points of contact to coordinate program activities
 - Provide leadership to SEEK's collaboration with other USAID projects
- Project management
 - Lead the development of annual program work plans with the project team and USAID staff
 - Oversee production processes and finalize outputs
 - Manage overall program budget and review invoices to USAID
 - Report, track, and manage program activity and Level of Effort to the USAID Contracting Officer's Representative regularly
 - Coordinate with sub-contractors and vendors for the provision of services and products
- Staff management
 - Build and manage a talented team that delivers state-of-the-art service and products
 - Engage partner organizations to contribute to the success of SEEK
 - Manage the recruitment, training, and deliverables of staff and consultants for EI
 - Ensure adherence to USAID and EI policies and procedures

QUALITIES & EXPERIENCE SOUGHT

We are seeking a candidate with the following experience and qualities.

Experience & Expertise

- Advanced degree (minimum of a Master's degree required) in organizational learning, knowledge management, communications, international development, environmental science, or another related sector.

- A minimum of ten (10) years of project leadership, oversight and supervisory experience, with significant experience working in international development, preferably on USAID projects. Prior COP experience strongly preferred
- Experience managing learning, training, communications, and/or knowledge management projects
- Demonstrable successful experience managing teams effectively, with strong interpersonal skills
- Understanding of and experience with USAID projects, regulations, and compliance requirements
- Strong written and verbal communication skills required
- Experience in the technical sectors related to the USAID E3 FAB, GCC, E&I and/or Water offices desirable
- Eligibility to work in US

Qualities & Characteristics

- Highly organized with excellent verbal and written communication skills
- Excellent facilitation skills
- Strong work ethic and commitment to timely delivery of high quality products
- Desire and ability to work collaboratively with others
- Ability to constructively receive and give critical feedback
- Alignment with Environmental Incentives' core principles

TRAVEL REQUIREMENTS AND BASE STATION

The position will be based in Washington D.C. and may involve some international travel during the 3-5-year project period.

COMPENSATION

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

ENVIRONMENTAL INCENTIVES, LLC

INSPIRING - CONSERVATION. INNOVATION. INVESTMENT.

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

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.