

POSITION ANNOUNCEMENT

TEAM LEADER, MEASURING IMPACT II (SENIOR ASSOCIATE)

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 and [Certified B Corporation](#) 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 (EI) is leading a partnership with Foundations of Success (FOS) and ICF International to implement the Measuring Impact II activity (MI2) for the United States Agency for International Development's (USAID) Office of Forestry and Biodiversity (E3/FAB). This position is for a Team Lead for the Strategic Approach: Improving Adaptive Management in Agency Business Processes (SA-1).

Team Leaders are part of the senior management team for MI2. They collaborate with other senior managers to provide technical input to shape the technical support provided to USAID through MI2. It is anticipated that the incumbent will allocate between 60% and 85% of their time to this position. Up to 20% of time may be allocated to other client work, business development and marketing tasks, or support of internal management processes. Occasional domestic and international travel may be required for this position. The expectation is that the position is full time, based in EI's Washington, DC office.

This position is for the lead of a team that will work with E3/FAB to strengthen the enabling environment for adaptive management in USAID's biodiversity programs by contributing to policy and process improvements. The SA-1 team will help E3/FAB build and leverage strategic partnerships with relevant USAID operating units to gain insights about the business processes that enable and hinder evidence-based adaptive management. Key areas of responsibility include:

- Support collaboration among key Agency partners to improve business processes and systems.
- Support uptake of adaptive management-friendly ideas, tools, and practices.
- Support E3/FAB business processes related to technical assistance provided to missions.
- Collaborate with other members of the senior management team to integrate strategic activities related to 1) capacity building, 2) evidence/ research and 3) communications and outreach.

It is anticipated that the principal duties of the incumbent will include those listed above, 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 60-85% time)
 - Provide strategic direction to the design and implementation of MI2 and SA-1: Improving Evidence-based Adaptive Management in Agency Business Processes.
 - Lead discussions with client to understand USAID’s needs, the barriers to progress, and the vision for success of the SA-1 team. Help translate client vision into MI2 program of work for SA-1.
 - Understand and help shape the overall strategy for MI2, weaving the individual team into the larger whole.
 - Draw on the expertise of partner organizations Foundations of Success (FOS) and ICF in meeting USAID’s needs under MI2. As needed, identify additional expertise through resource partners and short-term technical assistance.
 - Manage delivery of the SA-1 annual work plan and budget.
 - Lead and manage teams across EI, FOS, and ICF to deliver the MI2 strategy by translating the vision into the operational plan (the work plan, budget, and MEL approach) and managing the SA-1 component of its implementation.
 - Support collaboration and joint learning and adapting with USAID and other partners.
 - Ensure that scoping discussions result in concrete and demand-driven concepts, realistic production plans and timelines, and appropriate review processes.
 - Oversee quality assurance and quality control for the team
 - Contribute to the production of contracted work.
 - Maintain up-to-date knowledge of USAID policy changes and requirements defined in the Automated Directives System (ADS) and Federal Acquisition Regulations (FAR) as related to adaptive management, performance management, and flexible procurement
 - Provide in-person or virtual technical assistance to E3/FAB and missions to provide recommendations and solutions to overcome procurement or business process-related challenges
 - Develop guidance, tools, templates and tips for identified users
 - Engage in relevant communities of practice such as the CLA working group
 - Review and comment on Agency tools and guidance as needed
- Management Responsibilities (anticipated 10-20% time)
 - Identify staffing needs and contribute to strategic recruiting and onboarding to meet those needs.
 - Supervise staff, including overseeing the monthly, biannual, and annual aspects of EI’s performance management system. Cultivate success and growth in the team.
 - With support from the MI2 Management Team, manage SA-1 work plan, budget, and reporting
- Contributions to creating a “whole that is greater than the sum of its parts” on the MI2 team

- Provide leadership contributions to planning and executing annual TOC-based pause and reflect workshops,
- Ensure the lessons learned through MI2 are documented and applied to implementation, and
- Create a team that keeps the client delighted and the staff feeling valued, engaged, and challenged.

As a Senior Associate in the EI International Practice, the SA-1 Team Lead will contribute expertise to strengthen our performance as a profitable practice area and small business. Based on time available and client priorities, these additional tasks could include:

- External Relations and Business Development
- Performance Management and Process Improvement
 - Contribute to strengthen internal processes around HR, reporting, planning.
 - Ensure EI compliance processes are efficient and effective.
 - Provide leadership support and voice to building and maintaining strong working relationships with staff in Tahoe and Denver.
- Other client work
 - Participate on teams across EI to deliver work from the Team Leader’s area of expertise to other clients.

QUALIFICATIONS

Environmental Incentives seeks talented, creative, and inspired professionals who can provide technical skills, extensive experience, and leadership in a growing practice while being flexible enough to fit into a strong company culture.

MINIMUM QUALIFICATIONS

- A degree in organizational development, performance contracting, performance management, learning and adaptive management, environmental planning or policy, international development, or related field. A master’s degree is preferred.
- In depth knowledge of USAID planning and procurement processes
- Command of government contracting
- Experience with and commitment to principles of evidence-based adaptive management, flexible procurement, evidence-based programming, and outcome-driven planning
- Supervisory experience.
- Expertise with USAID’s program cycle and operational model for planning, delivering, assessing, and adapting development programming is required.
- Foreign language experience preferred.
- 8-15 years’ work experience in related fields
- A strong client service orientation and problem-solving approach

COMPENSATION

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

HOW TO APPLY

To apply, please submit a cover letter and resume on our careers page with ‘SA-1 Team Leader, MI2’ 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.