

# POSITION ANNOUNCEMENT

## LATIN AMERICA & CARIBBEAN SENIOR SPECIALIST

<b>LOCATION:</b>	Washington, DC
<b>APPLICATION DEADLINE:</b>	February 15 <sup>th</sup> , 2019
<b>EXPECTED START:</b>	April 1 <sup>st</sup> , 2019
<b>POSITION TYPE:</b>	Full-time

### ENVIRONMENTAL INCENTIVES

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 certified B Corporation with three offices in the United States (South Lake Tahoe, CA, Washington, DC, and Denver, CO).

### OPPORTUNITY

Environmental Incentives (EI) is seeking an experienced team leader and monitoring, evaluation, and learning specialist for the role of Latin America & Caribbean Specialist, as part of the Measuring Impact II (MI2) project. MI2 is an initiative of USAID's Office of Forestry and Biodiversity with support from the Bureau for Latin America and the Caribbean. The implementing team is a partnership between Environmental Incentives, Foundations of Success, and ICF.

### KEY AREAS OF RESPONSIBILITY

- Manage delivery of technical assistance provided by MI2 to USAID offices and missions in Latin America and the Caribbean, including extensive client management and support.
- Support uptake of adaptive management-friendly ideas, tools, and practices and the use of evidence in decision-making processes.
- Collaborate with members of MI2's senior management team to integrate activities related to capacity building, research, communications and outreach and to support other MI2 initiatives.

### PRINCIPAL DUTIES

- Manage technical assistance programs
  - Manage relationships with client teams in Washington, DC and missions to understand USAID needs and priorities for MI2 technical support. MI2 is providing support both to the LAC Bureau through MI2 core funding and to individual missions in the region through buy-ins. Client teams currently include two Washington, DC-based offices and nine bilateral or regional missions. This work will be coordinated with ongoing MI2 support to missions in Asia and Africa.
  - Develop work plans and budgets to deliver technical support, in consultation with MI2 senior management and staff and USAID.
  - Ensure that scoping discussions result in concrete and demand-driven concepts, realistic production plans and timelines, and appropriate review processes.
- Oversee implementation of contracted work

- Coordinate and manage the work of multiple technical staff of EI, partner organizations, and consultants.
- Provide strong quality assurance and quality control of all deliverables generated through support to the LAC region.
- Proactively address implementation challenges and define course corrections to ensure completion of program deliverables on time and within budget.
- Mentor and guide program consultants, staff and partners on USAID requirements to ensure high quality technical work and compliance with contracting regulations (ADS, FAR, AIDAR).
- Supervise staff, including overseeing the monthly, biannual, and annual aspects of EI's performance management system.
- Contribute to the delivery of contracted work, primarily for the LAC region and as needed for other MI2 initiatives
  - Coordinate and provide in-person or virtual technical assistance to E3/FAB and missions related to program design, monitoring, evaluation, and learning.
  - Provide technical support to implementing best practices in adaptive management for biodiversity conservation and utilizing evidence and learning to strengthen biodiversity programming.
  - Ensure the procurement and delivery of technical assistance in other areas such as conservation enterprise, climate change, sustainable agriculture and crime and the environment as needed.
- Contribute to MI2 project-wide learning
  - Provide contributions to planning and executing annual pause and reflect workshops
  - Ensure the lessons learned through MI2 are documented and applied to implementation.
  - Create a team that keeps the client delighted and the staff feeling valued, engaged, and challenged.

As Senior Associate in the EI International Practice, the successful candidate will contribute expertise to strengthen our performance as a profitable practice area and small business. Based on time available and client priorities, additional tasks could include contributing to business development, partnerships, and EI's performance management and process improvement.

## QUALIFICATIONS

Environmental Incentives seeks talented, creative and inspired professionals who can provide technical leadership in a growing practice while being flexible enough to fit into a strong culture. We differentiate carefully our minimum qualifications and preferred skills for success.

### MINIMUM QUALIFICATIONS

- 7 years' experience in adaptive management, organizational capacity development, knowledge management, and/or change management
- Experience in international biodiversity and conservation programming
- At least a professional working fluency in Spanish ([see here for more information](#))
- Demonstrated experience leading teams and clients to scope and produce technical products
- Knowledge of USAID programming, approaches, and policy, including USAID monitoring and evaluation policy, terminology, and procedures
- Advanced degree (or equivalent experience) in natural resource management and conservation, environmental sciences, ecology, or a related field

- Advanced facilitation skills
- Service and problem-solving orientation, with demonstrated skill understanding and meeting the needs of multiple clients and stakeholders.
- Highly organized with excellent verbal and written communication skills
- Willingness to travel internationally for periods of one or two weeks approximately four to eight times per year
- Ability to attend conference calls and virtual meetings with international clients outside of regular business hours approximately 3-6 times per month
- Proficiency with MS Office suite and Google Apps

## PREFERRED QUALIFICATIONS

- Consulting or employment experience with USAID or a similar US Government organization in the environment or development sector (USFWS, USDOS, USDOJ-ITAP)
- Extensive work experience in the Latin America and Caribbean region
- Experience designing and implementing monitoring, evaluation, and learning systems for USAID or similar organizations
- Experience using systems approaches and causal modeling as the basis for designing, managing and learning from development programming
- Experience with new business development in the international development or natural resources fields
- Experience or familiarity with the Open Standards for the Practice of Conservation and Miradi software

## COMPENSATION

Environmental Incentives also offers a competitive benefits package that includes annual leave, holiday and sick time, retirement plan options, professional development opportunities and health coverage. Salaries depend on qualifications and location.

## HOW TO APPLY

To apply, please submit a cover letter and resume on our [careers page](#) with “LAC SPECIALIST” as the position title.

### 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 qualities and skills you possess. Therefore, after you apply, if we think you align with Environmental Incentives principles, we will ask you to complete writing and spreadsheet exercises to allow you to better showcase your clarity of thought, verbal and written communication, and ability to create new and innovative ideas. Then we will welcome qualified candidates to interview with the Environmental Incentives team.

### Environmental Incentives is an Equal Opportunity Employer

We are committed to developing an inclusive work environment where diversity of thought, style, culture and skill and is valued in support of individual performance and potential, as well as our business goals and mission.