

POSITION ANNOUNCEMENT

ASSOCIATE

About Environmental Incentives

Environmental Incentives works to enhance the environment that sustains healthy communities. We empower leaders to maximize their effectiveness using Performance-Driven Conservation® tools and practices. Since 2004, we have become a leading advisor on natural resource programs and policies across the country and internationally. Environmental Incentives is a small business and certified B Corporation.

Opportunity

Environmental Incentives seeks to hire a full-time Associate to join our team. All candidates must be willing to travel domestically for short periods of time at least monthly. Candidates must be also be willing to work from our Western Office in South Lake Tahoe, CA.

This position will be primarily supporting Environmental Incentives' domestic [Wildlife & Land](#) work, with potentially some project work with our [Water](#) team. All EI staff must be able to work effectively on multiple project teams that include internal staff, partner organizations, clients, and stakeholders. Associates serve as the primary producer and manager for projects, creating high-quality products and prolifically contributing creative ideas. Associates:

- **Work with leaders.** Be a part of a collaborative team, working alongside recognized thought leaders who are reshaping the way conservation is done. Develop new skills and insights by working with teams representing diverse backgrounds and perspectives.
- **Manage projects.** Coordinate all aspects of projects in an organized and transparent way, including tracking deliverables and budgets.
- **Produce enduring products.** Lead the development of targeted, useful, and long-lived products that influence decision-makers. This means bringing forth new ideas while being flexible to modify based on feedback from others.
- **Provide synthesized research findings.** Take on large, complicated research and analytical tasks in a solution-oriented manner, driving to clearly communicated and synthesized findings and valuable insights.
- **Manage relationships.** Confidently and frequently interact with clients and partners on product development and project management, listening and collaboratively creating value.
- **Contribute to company culture and operations.** Be fully engaged in strategy and operations, contributing insights and new ideas to improve or grow the company.

Minimum Qualifications

Environmental Incentives is looking to hire talented, creative, and inspired professionals who want to grow as individuals and impactful conservation leaders. Associates are expected to have **3+ years of related professional experience, or equivalent combination of education and professional experience.** Candidates from diverse backgrounds are encouraged to apply. Additionally, all employees must have the following qualities and characteristics to succeed.

Necessary Characteristics

- Personal and professional alignment with Environmental Incentives' guiding principles - 1) *Improve the Environment*, 2) *Open & Honest Communication*, and 3) *Create Enduring Change*.
- Clarity of thought and communication (verbal, written, visual).
- Ability to collaborate with, listen to, respect, and understand others.
- Strong work ethic, and ability to maintain a positive attitude under stress.
- Ability and desire to create new, innovative ideas.
- Flexibility to contribute to multiple projects and manage multiple priorities.

Preferred Skills & Experience

- Experience working with or for California or federal natural resource or infrastructure agencies.
- Knowledge of California or federal policies around species, land, and water management.
- Public-private funding partnerships, impact investing, and project-level financial management.
- Adaptive management and program design frameworks (Open Standards for Conservation, human-centered design, outcomes mapping, systems thinking, etc.).
- Mitigation permitting processes.
- Conservation planning and restoration program implementation.
- Biological field monitoring and land management, or stream restoration work.
- Quantitative analysis, statistical and mapping tools, online project workflows and data displays.
- Translating technical information into accessible messages for diverse audiences.

Compensation

The starting annual salary range for this position is \$51,500 to \$56,500, depending on experience and qualifications. Environmental Incentives offers a competitive benefits package that includes generous annual leave, health coverage, retirement plan options, and professional development opportunities.

HOW TO APPLY

To apply, please submit a cover letter and resume on our [careers page](#) with "Associate, Habitat" 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.

Please submit applications by June 17th, 2019.

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, qualified candidates will be asked to complete a writing and spreadsheet exercise to showcase your clarity of thought, verbal and written communication, and ability to create new and innovative ideas. Successful completion of these exercises will enable high-quality 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 is valued in individuals, our business goals, and our mission.