

## POSITION ANNOUNCEMENT

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### Program Director, Latin America and the Caribbean (LAC) Environment Support Mechanism

Location	Washington, DC
Application Deadline	Applications will be reviewed as they are received. Candidates strongly encouraged to apply ASAP. Applications received by June 12 <sup>th</sup> will be given preference.
Expected Start	October 1, 2019
Position Duration	Full Time Employee for Five-Year Term
Compensation	Commensurate with Experience

**This opportunity is contingent on contract award, which is expected to be confirmed Fall 2019.**

### 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 operating three offices across the U.S. and supporting field staff in multiple countries.

- Western Office (headquarters) - South Lake Tahoe, CA
- Eastern Office - Washington, DC
- Mountain Office - Denver, CO

### Opportunity

Environmental Incentives (EI) is seeking to hire a Program Director for USAID’s Bureau for Latin America and the Caribbean (LAC) *Environment Support Mechanism* activity to join our International Practice. The position will be based in Washington, DC, for the duration of the five-year activity. USAID has 13 field offices, 4 regional programs, and Washington-based programs focusing on Cuba, Ecuador, and Venezuela.

The LAC Environment Support Mechanism will help USAID strengthen its programming in Latin America and the Caribbean by providing expert technical and logistical support services to strengthen the design, management, and evaluation of regional and bilateral environment, resilience, and energy programs in the LAC region.

### Principal Duties

The Program Director will lead a team of EI and partner organization staff that provides technical and logistical support to USAID LAC Bureau and field operating units for:

- (1) Program and activity design and implementation support;

- (2) Monitoring and evaluation of environment, resilience, and energy programs;
- (3) Skills-building workshops; and
- (4) Analysis and communication of environment and energy trends, data, and issues

All services will be informed by deep understanding of USAID's priorities and current environment challenges in Latin America and the Caribbean, including those related to safeguards, combatting wildlife trafficking, resilience, environmental compliance, sustainable landscapes, engagement of indigenous communities, and modern energy. The Program Director will be responsible for:

#### Technical Leadership

- Facilitate project strategic planning to put the vision of the LAC Environment Support activity into our program of technical support.
- Help our clients achieve their objectives by mobilizing, motivating, and managing staff, consultants, and partners.
- Provide proactive technical and thought leadership for the activity's program of work.
- Provide leadership commitment to using the expertise of local organizations and building their capacity to engage in supporting USAID's objectives in the region.
- Initiate and cultivate strong working relationships with regional experts and organizations in civil society, the private sector, and the US government.

#### Project Management

- Lead the development of annual program work plans with the project team and USAID staff.
- Support Program Manager in setting the standard for and overseeing production processes and finalizing outputs.
- Provide oversight and technical guidance to the development of buy-in scopes of work and provide leadership support in standing up and managing buy-ins.
- Establish systems and expectations within program directorate (Program Director, Project Manager, Finance Specialist) for management of program budget.
- Oversee the reporting, tracking, and management of program activity and level of effort to the USAID Contracting Officer's Representative regularly.
- Effectively engage EI's partners to contribute to the work. Quickly identify technical needs that address USAID priorities and support the most efficient, technically sound, and cost-effective allocation of staff and consultants to that work.
- Oversee management of sub-contractors and consultants for the provision of services and expertise.

#### Relationship Management

- Serve as primary point of contact for the activity's Contracting Officer's Representative (COR).
- Keep the COR apprised of progress, challenges, and "the big picture" around implementation.
- Develop a strong partnership with client offices by delivering high quality, client-oriented service.
- Liaise with USAID client office points of contact in Washington, DC, and missions to coordinate program activities.
- Provide leadership to the LAC Bureau's engagement with internal and external stakeholders and partners.

#### 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 the LAC Environment Support activity.
- Manage the recruitment, training, and deliverables of staff and consultants for EI.
- Ensure adherence to USAID and EI policies and procedures.

## 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.

### Minimum Qualifications

- Minimum of 8 years' experience in a position managing environment or conservation programs and implementing teams in Latin America and the Caribbean.
- Insightful understanding of current conservation challenges and USAID priorities for conservation in Latin America, including issues around biodiversity conservation, climate resilience, climate adaptation, energy, integration with other development sectors, social and environmental safeguards, and engagement of indigenous communities.
- Advanced degree (or equivalent experience) in natural resource management and conservation, environmental sciences, ecology, or a related field.
- Ability to perform all functions of this position in Spanish, including written and verbal communications. The additional knowledge of Portuguese and/or French is strongly preferred.
- Knowledge of USAID programming, approaches, and policy, including USAID programming policy, learning priorities, and procedures.
- Demonstrated experience successfully engaging partners across multiple organizations and disciplines, including policy experts, donors, academics, and practitioners to achieve environmental objectives.
- 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.

### Strongly Preferred

- 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 or familiarity with the Open Standards for the Practice of Conservation and Miradi software.

## HOW TO APPLY

To apply, please submit a cover letter and resume to EI's [Careers](#) page with "Program Director, Latin America and the Caribbean" 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. Submit any questions to [hr@enviroincentives.com](mailto:hr@enviroincentives.com).

## 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, 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.