

## POSITION ANNOUNCEMENT

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### Program Manager, 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 Manager 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 Manager will support a team of EI and partner organization staff who will provide technical and logistical support to USAID’s 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 Manager will:

#### Develop and Implement a Staffing Plan to meet USAID needs

- Oversee recruiting of staff and consultants. Vet candidates' qualifications to ensure delivery of the highest quality assistance in a cost-effective manner and ensure alignment to appropriate labor categories. Direct efforts to provide assistance to USAID across an appropriate mix of labor categories.
- Engage local organizations and experts in providing short- and long-term technical assistance for core and buy-in activities.
- Provide leadership in staffing new projects in countries across the LAC region, including ensuring that EI is complying with local labor laws and is following necessary procedures for registration, taxes, and employment.
- Develop and maintain a database of consultants with relevant expertise.

#### Lead Project Management

- Support the development of annual program work plans with the project team and USAID staff.
- Set the standard for and oversee production processes. Lead scoping and QA/QC processes for deliverables.
- Support development of buy-in scopes of work and provide leadership support in standing up and managing buy-ins.
- Track program activity and LOE (with Finance Specialist) and prepare reports and briefings for Contracting Officer's Representative.

#### Manage Subcontracting and Consultants

- Effectively engage activity subcontractors to make the most of their technical expertise.
- Prepare subcontracts for partner organizations and manage their implementation.
- Manage development of consulting agreements, including templates suited to short- or long-term engagements in both the US and LAC countries.
- Ensure that subcontracting organizations and individuals comply with contract requirements and other relevant policies and practices.
- Prepare SOWs for consultants; work with recruiting teams to recruit, vet, and engage consultants.

#### Manage Contract Compliance & OAA Relationship

- Manage EI's compliance with the LAC Environment Support contract, including its structure as a time and materials contract under a GSA schedule.
- Oversee preparation of and response to contract modifications.
- Serve as EI point of contact for issues surrounding potential conflict of interest and handling of sensitive but unclassified information related to the LAC Environment Support activity.
- When necessary, prepare informed and succinct inquiries to and reports for the CO.

## Nurture Organizational Capacity in LAC

- Create formal training approaches and informal coaching strategies to develop the financial and organizational capacity of local organizations to work with USAID.
- Document processes, policies, and practices in clear, easy-to-use formats.
- Nurture cross-organizational peer-to-peer learning to strengthen the regional network of organizations tackling conservation challenges with USAID in LAC.

## 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 5 years of directly applicable work experience.
- 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.
- Connections to experts in LAC environmental and energy issues, including experts in biodiversity conservation, sustainable landscapes issues, environmental compliance, climate resilience or adaptation, and energy issues in developing countries.
- Knowledge of USAID programming, approaches, and policy, including USAID programming policy, learning priorities, and procedures.
- Demonstrated administrative experience managing multiple tasks and consultants, clients, and stakeholders.
- Highly organized with excellent verbal and written communication skills, as well as advanced facilitation 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.

### 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

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To apply, please submit a cover letter and resume on EI's [Careers](#) page with "Program Manager, 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.