



POSITION OPENINGS IN SEATTLE, WA

Position 1: **PROGRAM ASSOCIATE FOR ALASKA & BRITISH COLUMBIA**

Position 2: **PROGRAM ASSOCIATE FOR THE NORTHWEST & SOUTHWEST**

ABOUT THE FOUNDATION: Wilburforce Foundation protects wildlife and targeted wildlands in Western North America by actively supporting organizations and leaders advancing conservation solutions. The Foundation uses conservation science to identify specific priority regions in which we fund. These regions correspond with our focus on habitat security, focal species and wildlife linkages. Our Vision: By 2020, a network of protected core reserves, corridors and buffer zones across Western North America will support ecologically effective landscapes and viable wildlife populations.

ABOUT THE POSITIONS: We have openings for two full-time positions based in Seattle, Washington. Each position will report to the Program Officer who works in a particular geographic region – either the combined areas of Alaska and British Columbia or the combined areas of Washington, Oregon, Nevada, Utah, Arizona and New Mexico. Please review the position description for more information.

APPLICATION PROCESS: Since we are seeking candidates for both of these positions, applicants are encouraged to select one of the two: Program Associate for Alaska & British Columbia or Program Associate for the Northwest & Southwest. We will favor candidates with relevant knowledge and experience in the particular region for which they are applying.

Applications must be received by postal mail or e-mail in Wilburforce's office no later than **12:00 PM MONDAY, JULY 10, 2006**. Applications submitted by email should be sent as attachments in RTF, PDF or Microsoft Word formats. Please do not submit applications by fax, and please do not send applications by both postal mail and e-mail – one of the two will suffice.

Interested candidates should send their cover letter and resume to:

Paul Beudet, Associate Director
Wilburforce Foundation
3601 Fremont Ave N #304
Seattle, WA 98103
paul@wilburforce.org

Wilburforce Foundation is an Equal Opportunity Employer. The Foundation does not discriminate in employment opportunities or practices on the basis of race, color, religion, creed, sex, sexual orientation, national origin, age, disability, veteran status, gender identity, marital status, or any other classification protected by local, state or federal law.

For more information about the Foundation and its program areas, please visit the Foundation's website at www.wilburforce.org.

POSITION DESCRIPTION

Responsibilities: The Program Associate works closely with the Program Officer to 1) Implement the Foundation's conservation strategies for priority regions; 2) Participate in activities that further the Foundation's understanding of relevant conservation issues, including convening or attending meetings, working with consultants, and undertaking specific research; and 3) Prepare and deliver reports or other presentations on timely issues to the Foundation staff, Board and to external audiences.

Specific Duties:

The Program Associate works closely with the Program Officer to:

- Implement the Foundation's conservation strategies in priority regions
- Research issues, programs and organizations that are associated with conservation opportunities and/or threats in priority regions
- Review and analyze documents submitted by grantees, and assist in the preparation of written recommendations about grants and programs for consideration by the Foundation's Board of Directors
- Support efforts to convene or communicate with grantees, funders, and other conservation partners, and facilitate the exchange of information, ideas and strategies
- Inform Foundation staff and Board of current conservation, philanthropic, economic, political or other issues that may have an impact on the Foundation's strategies or grantmaking practices
- Develop and maintain strong relationships with grantees, funders and other potential partners to advance a conservation agenda in priority regions
- Assist in efforts to work with the Foundation's capacity building service providers to assess, prioritize and address the capacity needs of individual grantees, or clusters of grantees, within priority regions
- Assist in the development and/or implementation of evaluation activities for the Foundation's program activities, individual grants, or clusters of grants with priority regions
- Represent the foundation at conferences and meetings with grantees, foundations, government agencies or community officials
- Perform other duties as assigned

Qualifications: A Bachelor's or higher degree

Knowledge of conservation biology, ecology, or other biological sciences preferred, but not required

A strong and demonstrated commitment to conservation and environmental issues

Conservation experience in one or more regions within the geographic territory covered by these positions:

1. Alaska and British Columbia, or
2. The Northwest (Washington and Oregon) and Southwest (Arizona, Nevada, New Mexico and Utah)

Outstanding written and verbal communication skills

Excellent interpersonal skills

An ability to work effectively and efficiently without a high level of supervision

Ability to organize and effectively handle multiple projects, meet regular deadlines with consistency and accuracy, work independently while within a team structure, and work under pressure with ease and humor

Basic understanding of the types of capacities important to nonprofit organizations, such as fundraising, financial management, governance, planning, evaluation, etc

Ability to travel on an on-going basis and attend both weekday and weekend meetings and conferences, as needed

Extensive experience with email and the Internet, and familiarity with PC computer programs, including Word and Excel

The Foundation is a team-oriented work environment, and individuals who work for the Foundation are expected to demonstrate outstanding leadership qualities. All employees are expected to: perform with high standards of integrity; demonstrate maturity; listen actively; value self-understanding; exhibit deep commitment; use good humor; communicate effectively; respect the individual; put people first; and solve problems