

**POSITION DESCRIPTION: Desert Tortoise Program Manager**

Conservation Science Partners (CSP) is seeking a Program Manager to provide the coordination and stewardship needed for multiple research projects, associated technical expertise, and partner and client relations support, as part of a team of conservation biologists, ecologists, and social scientists working on efforts to conserve species and their habitats, primarily the Mojave desert tortoise.

About Conservation Science Partners: CSP is a 501(c)(3) nonprofit scientific collective established to meet the analytical and research needs of diverse stakeholders in conservation projects. Our mission is to apply human ingenuity to the preservation of species, populations, and ecosystems using scientific principles, innovative approaches, and lasting partnerships with conservation practitioners. Our principal offices are located in Truckee, CA, and Fort Collins, CO, with additional staff located in five other states and Washington D.C. CSP is a leader in the fields of conservation biology and landscape ecology, working at the intersection of the latest computational technologies and the environmental sciences. We work in the exciting, complex, and fast-paced non-profit realm where the emphasis of projects is generally on terrestrial ecology and freshwater systems, with applications to human systems (e.g., land and water use, protected areas, social and environmental justice, end-user needs) using tools that include: data science and advanced analytics; disturbance, drought, impacts, or risk analysis; climate change vulnerability analyses; species occupancy and habitat modeling; and wildlife and ecological connectivity analysis, among others. Core clients and partners include federal agencies, foundations, environmentally progressive businesses, and other non-governmental organizations. Outcomes of projects are designed to explain ecological phenomena and lead to tools, map products, and strategies often tailored to the needs of decision makers. CSP supports vibrant, diverse living systems of all kinds, remaining mindful of the root causes of ecological harm. The successful candidate for this position will help to realize and contribute to an internal culture of diversity, equity, inclusion, innovation, creativity, and experimentation.

Organizational Values and Culture: Our core values include scientific and technical excellence and integrity, which help to advance the function, direction, and initiatives of the organization. We support and encourage creativity and innovation in practice and products; respectful co-production of knowledge; and connection to the living world. We are actively seeking project opportunities that directly involve Black, Indigenous, and communities of color and diverse international partners, address disparate impacts of environmental change, and support social justice. We welcome the broader complement of knowledge and skills that stem from applicants' professional and life experiences. We seek a candidate with deep curiosity directed toward diverse research interests, as well as aptitude and enthusiasm to develop new skills and areas of expertise. CSP's culture is one of highly skilled, independent people working in dynamic collaboration on quality projects while imagining the future shape, form, and landscape of conservation partnerships. Our staff includes artists, musicians, athletes, collectors, mechanics, and people pursuing other passions beyond conservation.



Core Responsibilities and Skills: The Program Manager position brings technical and administrative capacity to a variety of projects (up to six or more), as well as direct and regular engagement and collaboration with core staff, clients, partners, contractors, and other project participants. Primary responsibilities are expected to include, but not limited to:

- Day-to-day development and/or management of complex workflows, budgets, and timelines — in collaboration with project leaders and administrative staff — to ensure sustained, timely, and measurable outcomes for all projects
- Coordination of new or emerging projects and initiatives, working with staff across the organization, as well as core clients, collaborators, and other partners, including the Bureau of Land Management, US Fish and Wildlife Service, Department of Defense, and US Geological Survey.
- Assist staff with successful project execution through regular measurement, learning, and evaluation, including assessments or management of workloads, timesheets, expenditures, agreement modifications, and associated communications with clients or other project partners
- Use or deploy Asana, BigTime, or other stand-alone project management applications and tracking systems to increase efficiency and effectiveness at multiple organizational levels
- Foster and maintain positive, respectful communications with clients, research collaborators, graduate students, interns, and project contractors
- Developing or supporting manuscripts, reports, proposals, and professional presentations
- Learning new methods and software for specific projects, as appropriate

Preferred Skills:

- Research or management experience with Mojave desert tortoises, through field studies, computer modeling, or in other applied settings
- Knowledge of federal contracting, reporting systems, and schedules (e.g., grantsolutions, grants.gov, ASAP.gov)
- Experience in supporting or facilitating groups of stakeholders with diverse management objectives in professional meetings and other settings
- Working knowledge of common Geographic Information System (GIS) data formats and tools to download, process, map, and export such data; ability to prepare GIS and other spatial data layers, including metadata, and tabular data sources for use in mapping, reporting, and planning activities, using a variety of stand-alone tools or cloud-based platforms (e.g., Google Earth Engine, QGIS, ArcGIS)

Required Qualifications: BSc or MSc (or equivalent experience) in natural resource management, conservation or environmental science, or a related field AND 3-5 years of program management experience.

Application deadline and expected start date: Priority will be given to complete applications received by **December 17, 2021**, with screening to begin soon thereafter; interviews in early January, and an ideal start date of no later than **February 1, 2022**.

Location: This position is intended to be based in Truckee, CA, or Fort Collins, CO. Due to the ongoing,



fluid situation with the risks of COVID-19 transmission, and CSP's interest in reducing such risks, we will consider a remote work option. Ideally, if and when the risks are sufficiently reduced, and if the candidate and CSP staff are comfortable, we would like to revisit the location of this position.

Compensation: The Program Manager salary range is \$62,500-\$73,000, depending on experience. We offer a comprehensive group medical, dental, and vision insurance package; retirement benefits; and professional growth and advancement opportunities.

How to apply: Please email a cover letter explaining how your goals, skills, and experience fit the core responsibilities of the role and please also describe how your broader knowledge and experiences can contribute to our organizational culture and values. Include the names and contact information of at least three relevant professional references, as well as your CV, and send to: [hiring@csp-inc.org](mailto: hiring@csp-inc.org). Please indicate **DESERT TORTOISE PROGRAM MANAGER** in the subject line. *Your cover letter, reference list, and CV should be compiled and sent as a single PDF file. We sincerely appreciate all those expressing interest in this position. However, only applicants invited for an interview will be contacted.*

CSP is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, veteran status, parental status, or marital status in its programs and activities. We recognize that diverse backgrounds, cultures, and experiences can only enrich our community and our conservation mission and goals. As part of our intentional efforts to increase inclusivity, equity, diversity, and justice, we encourage applicants from underrepresented groups in conservation, e.g., those who identify as women or non-binary, LGBTQ+, are people of color, or represent any combination of these and other identities. We value relevant skills and lived experience and encourage you to apply if you have interest in the position, even if your experience is not a perfect match with the requirements.