



POSITION OPENING

Program Associate

Wilburforce Foundation is a private foundation dedicated to protecting Nature's richness and diversity through funding programs that help preserve our remaining wild places. To accomplish this mission we focus our funding on nonprofit organizations that are working to protect habitats which **are** critically important to sustaining abundant ecological communities in Western Canada and the Western United States. The Foundation was started in 1991 and now makes grants over a contiguous geographic region that stretches from Alaska to New Mexico. This year we will make grants totaling about \$8 million.

The **Program Associate** works closely with the Associate Director and Program Officers in the Seattle office to support the activities of the Foundation. The Program Associate's work falls in two main categories: 1) researching and evaluating grants, including meeting with grantees, studying and analyzing complex conservation issues, and creating written reports based on systematic assessments; and 2) undertaking specific research projects related to the Foundation's grantmaking. This is a full-time, non-exempt position based out of our Seattle office.

Specific responsibilities include:

- Assess and evaluate grants in accordance with the Foundation's policies and procedures; write individual assessment reports for assigned grants.
- Meet with grantees in person or by telephone to gather information pertinent to the activities funded by the Foundation.
- Perform occasional site visits when necessary to assist in fact finding endeavors.
- Research issues, programs and organizations that are associated with the challenges and opportunities facing the Foundation's grantees and other conservation organizations
- Assist in the development of briefing papers and program-related technical reports that contribute to the Foundation's understanding of new approaches, best practices and environmental issues.
- Assist in collaborating with the work of other Foundations.
- Organize Foundation-sponsored meetings of grantees and/or environmental practitioners.
- Represent the Foundation at meetings and events.

Program Associate Announcement

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Requirements include:

- A Bachelor's or higher degree, preferably in environmental science, public policy or political science.
- Minimum of two years' direct conservation experience in Western half of the U.S. or Canada, preferably through work in a nonprofit organization.
- Working knowledge of nonprofit capacity issues (e.g. fundraising, governance, technology needs, planning, management, etc.)
- Ability to read and understand budgets, balance sheets, and other financial statements
- Excellent interpersonal skills and the ability to work effectively and efficiently without a high level of supervision
- Demonstrated ability to create and implement a program from start to finish; ability to build lasting work relationships with grantees and other colleagues
- Strong written and verbal communication skills, including the ability articulate the Foundation's mission and areas of interest to diverse audiences
- Ability to work within the foundation's financial policies and procedures
- 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
- A strong commitment to environmental and conservation issues.
- Experience with email and Internet capabilities and familiarity with PC computer programs, including MS Word and Excel

To apply, send a cover letter and résumé by email or postal mail. Email applications should be sent as attachments in either RTF or Microsoft Word format. *Applications must be received in our office no later than Monday, August 19, 2002.* Address applications to:

Paul Beaudet, Associate Director
Wilburforce Foundation
3601 Fremont Ave N Suite 304
Seattle, WA 98103-8753
206.632.2325
paul@wilburforce.org

Please **do not fax** your application, and please **do not send both an email and a hard copy** of your application. One version will be fine.

Wilburforce Foundation offers a competitive salary and benefit package, commensurate with experience. The Foundation is committed to equal employment opportunities for all staff. It is our policy that all decisions involving any aspect of the employment relationship will be made without regard to race, color, religion, age, sex, sexual orientation, national origin, marital status, sensory or physical handicap or any other status or characteristics protected by local, state or federal law.

This Position Opening was posted July 8, 2002.