



Job Description

Job Title: Program Manager

Why you should work with us

Invasive Species Action Network works to prevent the human-caused spread of invasive species by promoting voluntary behavior change. By working with a national network of partners focused on managing and educating to make a change in invasive species, we have been able to positively affect action. The work on invasive species is vital for protecting the integrity of our natural resources and ecosystems. Invasive Species Action Network is seeking to make an impact in unexpected areas of business and conservation to show that every small positive behavior change is a victory in the fight against invasive species introduction and spread.

Position Details

This is a great job opening for someone who already has some well-developed skills and is ready to join a small but successful non-profit that has opportunities on the horizon. You will enjoy interacting with partners across the US while benefiting from a collaborative work environment. This position reports directly to the Executive Director and is expected to work collaboratively with the ISAN team.

The program manager will be responsible for the implementation of multiple established outreach programs that focus on the pet industry and recreation industry. The Don't Let it Loose program promotes responsible pet ownership and rehoming, and the Clean Boater program promotes Clean Drain Dry actions for recreational boaters. Both programs function by working with diverse industry and agency partners which have fostered advancements in invasive species prevention efforts. Managing all aspects of programming will require organization, enthusiasm, creativity and leadership. Diverse communication methods will be needed to implement program objectives.

Position Responsibilities and Scope

- **Direct program implementation** – You will ensure that objectives are met in a timely manner that reaches our program goals.
- **Partner communications** – You will be communicating with program partners to onboard and maintain participation. This will involve digital communications as well as in-person visits.
- **Proper budget management and raising programmatic funding** - It is expected that you will conduct detailed tracking of operations as well as identify program funding sources.
- **Editing web content, images and videos** – You will be helping to create high quality Facebook posts and assisting in website management.
- **Other duties** as assigned by the Executive Director.

Position Competencies

You will be expected to interact with a diverse array of partners across the United States and demonstrate a positive attitude and high level of productivity. In this position you will have to manage multiple projects, different topics and different partners. While prior knowledge of invasive species issues and management are not required,

applicants with some knowledge would be preferred. Program focus is based on several forms of industry partnerships, and therefore knowledge of pet and recreation industries is helpful. The ideal applicant should have the following traits:

Highly Organized – To organize project records, a concise document or the completion of multiple daily tasks shows a valued attention to detail. Applying organization skills to primary daily work is a must for this position.

Reliable – You will be charged with the completion of many concurrent deadlines and activities and must show that you can be trusted and motivated to stay on top of your responsibilities.

Skilled Communicator – Direct communication with a variety of partners and stakeholders is a major part of this job. So having the versatile skills to communicate in a variety of formats will be essential. Being able to express your knowledge and enthusiasm to a wide variety of audiences and on a variety of stages will be a common task. Sharing new ideas and alternative strategies will be encouraged.

Qualifications

We are interested in considering a range of applicants with diverse experiences who approach the world with imagination, and vision. We will happily consider applicants who offer an equivalent or alternative set of qualifications to fulfill this position's responsibilities.

- A Bachelor's degree, preference to those with focus in environment/biology/social science
- A minimum of 5 years of related experience
- A keen attention to detail
- Must be skilled in presentation preparation and delivery
- Must be proficient in basic computer operating skills and computer program familiarity
- Must hold a current US driver's license with a clean driving record
- Must be able to safely drive a half-ton truck
- Must be able to lift 50lbs and carry for up to 50 feet
- Must be available to travel for multiple days in the western region, approximately 5% of work time

Desired Qualifications

- A Master's degree in biology or environmental sciences
- Knowledge of community based social marketing principles
- Knowledge of industry transects with invasive species
- A minimum of 5 years of experience in program management
- Skilled in communicating and presenting to diverse audiences
- Robust interpersonal communication skills and experienced in engaging new contacts
- Well-developed networking skills that result in strong relationships with partners, interest groups and government agencies

Additional Position Details

This is a full-time exempt position of 40 hours/week. This position is eligible for a health care benefits package, vacation/sick leave and retirement plan.

The salary range is commensurate based on experience; however, the starting salary will be \$45,000 - \$48,000/year.

Invasive Species Action Network is a 501 c3 located in Livingston, Montana. ISAN was founded in 2008.

Submission Process

Please submit your letter of intent, resume, three professional references with contact information, and completed supplementary material. The position will remain open until a suitable applicant is identified. Email submissions to: Leah Elwell leah@stopais.org

Supplementary Material

Please address the following 2 questions and submit them with the above-mentioned materials. For items 1 and 2, provide your reply in 500 words or less each on a separate page.

1. As a program manager for a non-profit, draft a letter addressed to a state agency fish chief encouraging their agency to participate in the Don't Let it Loose Campaign.
2. Describe your experience with networking. For example, share how you used your contacts to make an impact.