FOREST TRENDS

Job Description

Title:	Program Associate, Forest Policy Trade & Finance (FPTF)
Reports to:	Associate Director, FPTF
Location:	This position is based in Forest Trends' Washington DC office. However, our office remains closed due to COVID-19, and until reopening plans are announced (expected by mid-2021), candidates must be able to work remotely.
Salary range:	$45,000 - $60,000, commensurate with skills and experience. Excellent benefits package includes 401(k) employer match and generous contribution to health insurance.

Summary:

Forest Trends seeks a Program Associate to support its Forest Policy, Trade and Finance Program on topics related to forest governance, illegal deforestation, and associated trade in collaboration with the internal team and key partners. This role will be primarily responsible for communicating our program's activities and achievements to our donors and wider audiences, developing systems for how we measure and report our impacts, coordinating various research reports through the editing and formatting phases, and assisting with qualitative research. Reporting to, and supported by, the Associate Director but with regular engagement with our broader network of consultants and partners around the world, the successful candidate will conceptualize new and innovative approaches communications and donor relations in the context of a large and flexible program.

This position is ideal for a self-starter who can prioritize competing demands, demonstrate initiative and responsibility, take ownership of a variety of tasks, and quickly become an integral member of our small team. Successful candidates will have a background in communications, research and/or our subject matter areas, and bring excellent writing skills to the table, including the ability to synthesize complex information into short, compelling narratives. They must have the flexibility to work independently with minimal oversight while ensuring that work is completed accurately and within established deadlines. Impeccable attention to detail, time management skills, proactivity, and a collegial and cheerful demeanor are essential. We are seeking a big-picture thinker who can absorb new information about all aspects of our program, adapt, and problem-solve to keep things running smoothly.

This is a full-time position (40 hours/week), based in Forest Trends' Washington, DC office. The job posting will remain open until a suitable candidate is found. Please note that prior authorization to work in the U.S. is required for this role.

About us:

Together with partners around the world, Forest Trends pioneers innovative finance for conservation - promoting healthy forests, sustainable agriculture, clean water, robust climate action, protected biodiversity, and strong communities. We publish timely research, bring together diverse actors, and apply these approaches to make a difference on the ground, often blazing trails for bold and far-reaching policies in the process to prevent the destruction that comes from badly planned, unsustainable resource allocation and development.

Our FPTF Program works across multiple sectors to create markets for legal forest products, and incentives to conserve and restore ecosystems. In doing so, we aim to enhance the livelihoods of local and indigenous forest-dependent communities and shift the economic paradigm to incentivize legal and sustainable forest management and transparent systems of governance. Our work sits at the intersection of natural resource governance, markets and trade, legal reforms, and indigenous rights. Since its creation in the early 2000s, FTPF has gained the trust of high-level government decision-makers and donors in key resource-producer and -consumer countries by producing timely data analysis with key insights on relevance for livelihoods, markets and policy impact.

Roles and Responsibilities:

- Serve as focal point on donor reporting and impact:

    a. Draft donor narrative reports (quarterly, semi-annual, annual) with input from consultants and staff.

    b. Lead Monitoring and Evaluation (M&E) processes and reporting. Develop M&E tools (e.g. surveys) and assist in drafting results frameworks; serve as go-to for internal and external impact reporting requests.

    c. Support development of grant proposals

    d. Serve as liaison/spokesperson with donors as needed.

    e. Track deliverables under each grant to ensure they are submitted on-time and per our donors' guidelines.

- Contribute to the design, development, publication, and outreach for FPTF research products:

    a. Serve as quality control/Style Guide lead for FPTF publications, formatting references, incorporate edits, and conducting final, post-formatting reviews of documents for style guide issues prior to final publication.

    b. Copy-edit and format reports once content is finalized. Coordinate services of internal or external editors or designers as workflow and budgets permit.

    c. Coordinate publication processes, particularly for large publications, to ensure timely delivery and management of responsibilities.

    d. Assist with designing outreach strategies and, with FT's communications team, facilitate traditional and social media engagement.

    e. Support qualitative and qualitative research processes as needed by conducting background research and/or literature reviews, synthesizing findings into shorter deliverables, and/or assisting with data analysis as appropriate.

- Other duties as assigned.

Required Skills, Experience, and Qualifications:

- Bachelor's degree in a relevant field (forestry, political science, environmental studies, geography, international development)

- 2-3 years demonstrated professional experience, particularly in program management, M&E, or strategic communications in the international development/environment arena.

- Initiative and ability for self-directed, independent work

- Exceptional organizational skills with meticulous attention to detail

- Strong writing, editing and research skills

- Excellent computer skills, including proficiency in Microsoft Excel, Office 365, and project management / team collaboration software such as Airtable, Asana, Teasm and/or Slack.

- Ability to prioritize competing demands and projects in both short and long term, perform well under pressure, and deliver high-quality work by fixed deadlines.

- Excellent communications skills in English including the ability to write clear, concise, and grammatically correct content and ability to edit and summarize text written by others, to make complex text more accessible without compromising message and content.

- Exceptional interpersonal skills; comfortable liaising with diverse array of collaborators from across the globe and ability to sense and convey contextually appropriate tone and style for formal and informal communication to individuals from various cultural backgrounds

- Committed to the mission of Forest Trends

Desired Qualifications:

- Experience working with international development projects, including familiarity with management of bilateral and multilateral grants (e.g. DFID/FCDO, Norad, USAID)

- Experience developing and reporting against M&E tools e.g. logframes / results frameworks, and designing participatory M&E systems with significant input from in-country partners and team members.

- Familiarity with and demonstrated interest in resource governance, timber legality, and forest commodity trade issues.

- Proficiency in a second language

- Experience living and working abroad

To apply:

Please send your CV, a brief cover letter with at least 2 professional references, and writing sample (2 pages maximum) to cv@forest-trends.org. Subject line must read "Program Associate, FPTF." Applications will be reviewed and interviews scheduled on a rolling basis. Please apply early. Note references will not contacted until you are notified. Posting will remain active until position is filled.

Forest Trends is an Equal Opportunity Employer. We strongly value the leadership of people of color, LGBTQ individuals, and other traditionally marginalized communities, and encourage diverse candidates to apply.