

THE CONSERVATION FINANCE NETWORK

Title: Project & Operations Coordinator

Location: Remote **with a preference for southern New England**

Status (Exempt or Non-Exempt): Exempt

Reports To: Executive Director

THE CONSERVATION FINANCE NETWORK

The Conservation Finance Network (CFN) seeks to accelerate the pace and scale of land and resource conservation, restoration, and stewardship by expanding the use of innovative and effective funding and financing strategies. We aim to equip practitioners with the information and skills they need to solve financing problems in creative ways that benefit the planet and diverse human communities.

The (CFN) achieves its mission through four principal strategies: educating and training practitioners from the public, nonprofit and private sectors through convenings that include a week-long Conservation Finance Boot Camp, and two day Conservation Finance Roundtable; coaching conservation leaders on specific projects; distilling and disseminating best practices in conservation finance; and connecting and inspiring conservation leaders in their career development. We offer an invaluable “watering hole” for conservation practitioners, helping them to connect and learn from one another, share common challenges and develop effective financing solutions to increase the effectiveness of their work. Together, our efforts increase the resources deployed for conservation.

We are an independent operating project of the umbrella organization, Multiplier, a nationally recognized nonprofit with a growing portfolio of innovative initiatives that conserve and protect a sustainable and resilient world (www.multiplier.org).

POSITION SUMMARY

The Project & Operations Coordinator is responsible for planning, facilitating, and managing conservation finance projects, contracts, and events along with internal processes and administration. You will play a key role in supporting business operations at CFN, including internal systems, convenings, capacity building activities, technical assistance delivery, governance coordination, database management, communications, research projects, and fundraising. You will join a small, entrepreneurial team with the Executive Director, Forest Finance Program Associate, and Steering Committee to strengthen and grow CFN's impact. This role is designed for someone who is seeking a project and operations position in a purpose-driven organization with ambitious (yet realistic!) goals.

THE IDEAL CANDIDATE

The position is ideal for someone who is passionate about conservation, including innovative and effective funding and financing solutions across the conservation field (climate, recreation, forestry, agriculture, health, equity, etc.); who gets excited about finding opportunities to improve efficiency and operational excellence, has the ability and desire to take initiative and assume ownership for problem-solving of diverse challenges; takes pride and joy in helping partners achieve deep and

equitable conservation impact and wants to build new competencies and grow with a small but evolving organization.

PRIMARY RESPONSIBILITIES

The primary responsibilities of the Project & Operations Coordinator include the following:

- **Business Operations:** Provide general administrative and operations support to the CFN team, including contracting, invoicing, billing, and HR support; manage IT contractor and support staff on all technology needs; and evaluate and recommend ways to improve operating efficiency.
- **Financial Tracking and Workplans:** Support development and monitoring of budgets, financial reporting, and the annual workplan.
- **Event Planning:** Assist in planning, coordinating, and delivering capacity building courses, workshops, webinars, and events including logistics, recruitment, and overall efficacy.
- **Governance:** Assist the Executive Director with regular communication with the Steering Committee, meeting scheduling, agenda development, preparation, and distribution of memos and minutes.
- **Project Coordination:** Coordinate the delivery of technical assistance to projects and partners including scheduling, note taking, and managing workflow.
- **Communications & Marketing:** Assist the Executive Director in managing CFN's partnership with the Center for Business and the Environment at Yale, including coordinating the content, workflow, and deadlines in connection with the monthly ENews (7,000+ audience) and other web content.
- **Fundraising:** Support efforts to raise funds and generate revenue for network activities. Help with prospect research, as needed, and coordinate all aspects of proposal development and reporting.
- Other duties as assigned.

RELATED RESPONSIBILITIES

- **Equity & Justice:** Support equity and environmental justice goals and actions, both internally and externally.
- **Research:** Perform research on case studies, financing mechanisms, funding prospects, and other relevant topics.
- **Learning:** Stay apprised of new and innovative conservation finance techniques through interaction with leaders and innovators and through relevant conferences, workshops, and webinars.

DESIRED BACKGROUND AND PERSONAL ATTRIBUTES

The desired background, skills, and attributes are representative of the factors that will help a candidate to successfully perform the primary duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Recommended: Bachelor's degree with preferred coursework in environmental science, land and resource conservation, nonprofit management, or economics.
- A minimum two years of project and operations coordination experience and/or project and event management, preferably in the environmental field, with a demonstrated interest in conservation and/or community problem solving related to climate change, recreation, land and resource conservation, forestry, agriculture, and human health and equity.

- Prior exposure to land and resource conservation projects or transactions, project and partnership management, business operations, communications and marketing, curriculum development, event planning, business development, fundraising, grant reporting, and database management.
- Strong interpersonal and written/verbal communication skills.
- Basic knowledge of nonprofit budget and accounting principles.
- An ability to bring humor, curiosity, joy, and humility to further a positive team dynamic and community culture.
- Comfort with uncertainty and an inclination to prevent or solve problems.
- Ability to anticipate and/or ascertain the needs of partners and stakeholders.

REQUESTED SKILLS & CAPABILITIES

- Excellent project management and organizational skills, and attention to detail.
- Ability to think strategically and creatively to advance organizational goals.
- Ability to manage multiple and competing responsibilities, both independently and collaboratively as part of a team.
- Ability to exercise sound and independent judgement while maintaining confidentiality as appropriate.
- Proficiency in Microsoft Office suite and virtual meeting platforms (e.g. Zoom). Additionally desired: proficiency with Adobe Creative suite, website management, and social media platforms.
- Be organized, highly disciplined and self-motivated in a remote work environment.

PHYSICAL REQUIREMENTS:

- Must be willing to work occasional evenings and/or weekends.
- Some travel required.

COMPENSATION:

Multiplier and CFN provide a comprehensive compensation package, including competitive salary (\$50,000 - \$60,000) excellent medical and dental benefits, retirement savings, and generous vacation and sick leave policy.

HOW TO APPLY:

To apply, please email jobs@conservation-finance.org with "Project and Operations Coordinator" in the subject line. Applications will be accepted until the position is filled. Please provide both a resume and cover letter in your application materials. Your cover letter should include your interest in the position, connection to our mission, and salary requirements. We respectfully request no follow-up calls or emails.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Multiplier and CFN celebrate diversity and are committed to building teams and partnerships that represent a variety of backgrounds, perspectives, and skills and provide an environment of mutual respect that is free from discrimination and harassment. We prohibit discrimination in our governance, programs, and activities on the basis of race, color, national origin, age, disability, religion, gender, sexual orientation, gender identity, genetic information, political beliefs, reprisal, marital status, amnesty, status as a covered veteran, because all or part of an individual's income is derived from public assistance, or for any other factor that is not based on merit.