



BUSINESS PROGRAM MANAGER

Texan by Nature, a new brand of Texas conservation founded by former First Lady, Laura Bush, is seeking a dedicated Business Program Manager with an instinct for and interest in program management of conservation projects and business relationships. You will have the opportunity to immerse yourself in the impact-focused world of nonprofit and conservation, working alongside professionals who are passionate about their work and enjoy working together. You will work with community, conservation, and business partners across the state of Texas to positively impact the people, prosperity, and natural resources of Texas.

Ideal candidates are driven, creative, trustworthy, hard-working, and interested in collaborating with great minds to help cultivate change and foster engagement in conservation.

Location

Texan by Nature Office
3500 Jefferson St., Ste 301 Austin, Texas 78731
www.texanbynature.org

JOB SUMMARY: Business Program Manager has responsibility for Texan by Nature programs and program partnerships, and also supports marketing communications and development activities. Reports to the Chief Executive Officer.

Principal Duties & Responsibilities:

- Coordinates and oversees Texan by Nature program initiatives/projects with an emphasis on our Business partnerships (Business Relationships / TxN Certification / Center for Health & Nature).
- Supports and monitors Texan by Nature partner agencies and organizations.
- Identifies potential resources, such as partnerships and grants that can enhance Texan by Nature communications and program efforts, and support our partners.
- Tracks programs against schedules, budgets and objectives, reports statuses on a regular basis.
- Tracks and maps data representing project impact.
- Represents Texan by Nature at various events, forums and conferences as assigned by the CEO.
- Organizes and maintains files and records.
- Talent acquisition and mentorship for interns and volunteers.
- Develops, prepares and edits marketing communications and supports PR; Website, presentations, press releases, speeches, social media, etc.
- Provides administrative support and coordination for fundraising activities; coordinates meetings, seminars, campaigns and events; composes correspondence and reports; maintains confidential database systems; maintains verbal and written communication with internal and external constituents.
- Supports and is responsive to the needs of the Organization.



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Specialized Knowledge/Skills/Abilities:

- Action oriented; seizes opportunities and enjoys working hard.
- Outstanding organization; can marshal resources to get things done and orchestrate multiple activities at once to accomplish goals.
- Ability to problem solve and high quality decision making.
- Exceptional time management skills; uses time effectively and efficiently.
- Excellent communication skills; oral and written.
- Creative ability; brainstorms and comes up with new and unique ideas.
- Ability to motivate others; makes each volunteer and intern feel his/her work is important.
- Team work and relations; cooperative and collaborative, gains trust and support of others. Relies heavily on relational skills to achieve success.
- Executive presence: Able to present to and build relationships with CEOs and top level executives cross industry.

Education/Experience: BA/BS degree and 4 years minimum experience in program management, relationship management and/or project management or equivalent combination of education and experience.

Training/Equipment: MS Office Suite, WordPress, Raiser's Edge, Adobe.

Work Environment/Mental/Physical Requirements: Position will require day-to-day multi-tasking, and well as managing multiple projects simultaneously. Requires in-state travel.

NOTE: This job description contains the basic requirements for the position and is NOT intended to be a complete list of responsibilities; other duties may be assigned.

Application

Please submit a cover letter and resume to Joni Carswell, via email at jobs@texanbynature.org.