



Texan by Nature Program Manager Application

Program Manager Description:

Texan by Nature, a conservation nonprofit that advances conservation across Texas, is seeking a dedicated full time Program Manager with an instinct for and interest in program and project management and strategically interfacing and collaborating with Texan by Nature's 120+ Conservation Partners. 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.

Ideal candidates are driven, creative, trustworthy, hard-working, and interested in collaborating with great minds to help cultivate change and foster engagement in conservation. This position will equip you with the skills necessary to prosper in this industry along with excellent referrals to a wide variety of brands and agencies.

Location:

- Texan by Nature Office at 6805 N. Capital of Texas Hwy., Ste. 268, Austin, TX 78731
- Opportunities for working remotely

Principal Duties & Responsibilities*:

Program Manager has responsibility for Texan by Nature programs and program partnerships, and also supports marketing communications and development activities. Reports to Program Director.

- Coordinates and oversees Texan by Nature program initiatives/projects (TxN Certification, Conservation Partner Program, and supports Program Director with Texas Water Action Collaborative).
- Strategically supports, monitors, and collaborates with 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 and/or Program Director.
- 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 Texan by Nature.

** 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.*



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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.
- Must represent the office in a professional manner both virtually and in person.

Education & Experience:

- BA/BS degree and 2 years minimum experience in program management or equivalent combination of education and experience. Education and/or experience in natural resource conservation and/or nonprofit operations and management preferred.

Training/Equipment : MS Office Suite, Google Suite, WordPress, Raiser's Edge, Adobe, DropBox, Survey Monkey

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

Compensation & Benefits

- Annual salary of \$45,000-\$65,000
- Paid vacation and sick days
- Full health benefits (medical, dental, vision)

Application

Please submit a cover letter, resume, and one relevant writing sample by January 31, 2023, to Taylor Keys via email at jobs@texanbynature.org. Interviews will occur as applications come in and between February 8-17. Applicants will be notified by February 22 of acceptance. The position will start March 1 (exact start date flexible).