Texan by Nature
Nature and Health Alliance Program Manager

Job Description
Texan by Nature, a conservation nonprofit that advances conservation through collaboration, is seeking a full time Program Manager for the Nature and Health Alliance, a nationwide collaboration between leading universities and other research organizations. The mission of the Alliance is to enhance understanding of, foster evidence for, and communicate about the relations between nature and health.

As the Program Manager for the Nature and Health Alliance, you must have an instinct for and interest in program and project management. You will have the opportunity to immerse yourself in the impact-focused world of nature conservation, healthcare, and research, working alongside professionals who are passionate about their work and enjoy working together. You will work directly with leaders in health and nature across the country, while tracking and managing the strategic plan, developing partner proposals, and managing committees.

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

Location:
- Texan by Nature Office at 6805 N. Capital of Texas Hwy., Ste. 268, Austin, TX 78731
- Opportunity for position to be fully remote
- Occasional travel in the United States (~10%)

Principal Duties & Responsibilities*:
- Oversee day-to-day operations such as responding to emails, managing calendars, and basic budget/accounting work.
- Provide administrative support, including recording and archiving meeting notes, assisting with grant proposals, preparing budget reports, and supporting work related to publications and articles.
- Develop and manage outreach strategies to build and expand Nature and Health Alliance membership and engagement.
- Track programs against strategic plan, schedules, budgets and objectives, and report statuses regularly.
- Develop, oversee, and manage program websites, social media, public relations activities, and an “umbrella” database of people and existing programs related to nature and human health.
- Plan, develop, coordinate, and implement new activities to meet identified needs of collaborating groups of the Nature and Health Alliance.
- Serve as a program representative to address issues and questions related to the program.
- Work with external vendors to manage the research repository.
- Update and manage the Nature and Health Alliance listserv.

* 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.
Specialized Knowledge/Skills/Abilities:
- Action oriented; seizes opportunities and enjoys working hard.
- Outstanding organizational skills; 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 partner feel their work is important.
- Teamwork and relations; cooperative and collaborative, gains trust and support of others. Relies heavily on relational skills to achieve success.
- Must represent the Alliance in a professional manner both virtually and in person.

Education & Experience:
- BA/BS degree and 3 years minimum experience in program management or equivalent combination of education and experience. Education and/or experience in natural resource conservation, healthcare management, and/or nonprofit operations and management preferred.


Work Environment/Mental/Physical Requirements: Position will require day-to-day multi-tasking, and well as managing multiple projects simultaneously. Requires some travel within the United States (~10%)

Compensation & Benefits
- Annual salary of $50,000 - $70,000
- Paid vacation and sick days
- Full health benefits (medical, dental, vision)
- 401k with matching

Application
Please submit a cover letter, resume, and one relevant writing sample by November 15, 2023 to Joni Carswell via email at jobs@texanbynature.org.