



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 plan development, management, and execution, where you will strategically interface and collaborate with a cohort of select, non-profit conservation organizations through Texan by Nature's [Conservation Wrangler](#) program. 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.

This position will report to Texan by Nature's Director of Programs and work closely with the Program Manager who is the Conservation Wrangler program Lead.

Location:

- Texan by Nature Office at 6805 N. Capital of Texas Hwy., Ste. 268, Austin, TX 78731
- Hybrid work environment, with opportunities for working remotely.

Principal Duties & Responsibilities*:

- Participates in identifying, soliciting, scoring, and selection of up to six Conservation Wranglers annually.
- Directly manages 3-6 Conservation Wranglers at any given time.
- Collaborates with Conservation Wrangler program lead and Director of Programs to develop 18-month program plans for selected Conservation Wranglers.
- Has weekly, bi-weekly, or monthly meetings with Conservation Wranglers (depending on cohort status) to develop, manage, and/or execute goals and deliverables as outlined by each program plan. This includes but is not limited to strategic planning; marketing/social support/resources; case study creation; fundraising collateral; metrics capture and analysis; [Return on Conservation Index](#) creation; professionally produced video input; partnership development.
- Tracks programs against schedules, budgets and objectives, reports status on a regular basis. Updates Conservation Wrangler program plans on weekly basis. Organizes and maintains files and records.
- Strategically supports, monitors, and collaborates with Conservation Wranglers.
- Supports Director of Development with annual Conservation Summit planning and execution, guiding Conservation Wranglers with presentation preparation, providing content, ordering materials, participating in various roles day-of-Summit, and analyzing post-Summit surveys.
- Tracks and maps data representing project impact.
- Represents Texan by Nature at various events, forums and conferences as assigned by the Director of Programs.
- Talent acquisition and mentorship for interns.



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- Develops, prepares, and edits marketing communications and supports PR; website, presentations, press releases, speeches, social media, etc.
- Provides administrative support and coordination for Conservation Wrangler program; 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.*

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 paired with 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 player and relationship builder; 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)
- 401K with 5% company match



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Application

Please submit a cover letter, resume, and one relevant writing sample by January 5, 2023, to Taylor Keys via email at jobs@texanbynature.org. Interviews will occur as applications come in and between January 12-22. Applicants will be notified by January 24 of acceptance. The position will start January 31 (exact start date flexible).