



Center for Health & Nature Program Manager Description:

Texan by Nature, a conservation nonprofit that advances conservation through collaboration, is seeking a full time Program Manager for the Center for Health & Nature, a collaboration between Houston Methodist Hospital, Texas A&M Health Science Center, and Texan by Nature. The mission of the Center is to drive research to study the impact of nature on health with evidence-based programs that complement the full continuum of health care: prevention, treatment, and recovery. The Center is a unique collaboration between academia, non-profit conservation, and healthcare that seeks to change the way we view, engage with, and care for nature.

As the Program Manager for the Center for Health & Nature, 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 from all three partner institutions for the Center. You will track and manage the strategic plan, develop center projects, and manage committees, annual symposium and meeting planning, and fundraising.

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 at 6805 N. Capital of Texas Hwy., Ste. 268, Austin, TX 78731
- Candidate needs to reside within day-trip distance to College Station, Houston, Austin
- Opportunities for working remotely
- Frequent travel to College Station, Austin, Houston, Dallas, San Antonio partners (~25%)

Principal Duties & Responsibilities*:

Program Manager has responsibility for managing and reporting on Center for Health & Nature program partnerships, managing annual symposium, managing research and fundraising committees, and also supports marketing communications and development activities. Reports to Texan by Nature CEO with dotted line to the Center Director at Texas A&M Health Science.

- Coordinates and oversees Center for Health & Nature program initiatives/projects.
- Strategically supports, monitors, and collaborates with Center for Health & Nature partner agencies and organizations.
- Identifies potential resources, such as partnerships and grants that can enhance Center for Health & Nature communications and program efforts and support our partners.
- Support proposal development for research, Center advancement, and funding in support of Center leaders.
- Tracks programs against strategic plan, schedules, budgets and objectives, reports statuses regularly.
- Tracks and maps data representing project impact.
- Represents Center for Health & Nature at various events, forums and conferences as assigned by the CEO and/or Program Director.



Texan by Nature Center for Health & Nature Program Manager Application

- Organizes and maintains files and records.
- 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 Center for Health & 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 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 office 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.

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 (up to ~25%).

Compensation & Benefits

- Annual salary of \$55,000-\$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 February 29, 2024, to Joni Carswell via email at jobs@texanbynature.org. Interviews will occur as applications come in; the posting will close once the position is filled. The position will start March 15, 2024.