



The voice of fish and wildlife agencies

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Job Announcement

Position Title: Adaptation Program Manager

Position Location: Washington, D. C. *DC based positions are expected to work from our offices for a minimum of three days per week with the option to work up to two days per week from home. The office policies may change based on District of Columbia guidance and mandates related to the COVID situation.*

Reports To: Director of Conservation Initiatives

Job Type: Exempt / full-time

AFWA Background: The Association of Fish and Wildlife Agencies, founded in 1902, represents North America's fish and wildlife agencies. It promotes sound management and conservation, and speaks with a collective voice on important fish and wildlife issues. The Association is a nonprofit, 501(c)(6) trade association. See www.fishwildlife.org for more information.

Position Summary: The Adaptation Program Manager manages and coordinates the Association's climate adaptation programs; ensures climate adaptation program implementation and activities are carried out in line with the organization's objectives and goals. Plans and develops methods and procedures for implementing adaptation program. Provides quality control for the climate adaptation program through monitoring costs, committee members, activities, and final products or services, and modifies them as necessary. Conveys information, including explanation of program, direction, problems, and potential solutions, to management as well as to AFWA members and partners serving as a subject matter expert and resource. Oversees training and management of members and partners. Reviews reports and records of activities to ensure progress is being accomplished toward specified program objectives, and modifies or changes methodology as required to redirect activities and attain objectives. Prepares program reports for superiors. Controls expenditures in accordance with budget allocations.

Duties: Manage and facilitate a collaborative network of government agencies, academia, industry, and NGOs which is developing and implementing climate adaptation activities for the benefit of fish, wildlife, and habitats, as outlined in the "National Fish, Wildlife and Plants Climate Adaptation Strategy" and the State Wildlife Action Plans.

Staff the AFWA Climate Adaptation Committee and its associated work groups and coordinate the National Fish, Wildlife, and Plants Climate Adaptation Network; oversee communication and outreach to committee and work group members; host meetings or forums; lead development and implementation of the committee annual work plan. Advance the work of state fish and wildlife agencies (including marine resource agencies) and partners for climate-smart fish and wildlife management.

Produce and distribute a regular e-newsletter, the “AFWA Climate News Round-Up,” to AFWA members and partners.

Develop, review, and comment on climate change policies relevant to fish and wildlife management.

Facilitate the administration of an annual “Climate Adaptation Leadership Award for Natural Resources,” in partnership with state and federal agencies and the AFWA Climate Adaptation Committee.

Create and facilitate the development of a “community of practice” among climate adaptation professionals at state and federal agencies through regular communications such as webinars, workshops, special conference sessions, conference calls, training sessions, and other learning and networking opportunities.

Represent the interests of state fish and wildlife agencies in regional and national discussions, meetings and conferences related to climate change and provide state fish and wildlife agencies with enhanced capacity to address impacts of climate change, adaptation, and resilience of fish and wildlife resources.

Recommend effective means to integrate regional and state wildlife conservation priorities such as State Wildlife Action Plans and data into plans for climate adaptation.

Participate in internal AFWA projects and initiatives as assigned.

Other duties as assigned.

Skills and Abilities

Ability to communicate effectively (verbal and written); experience with programmatic leadership; experience managing grants, ability to work independently and as a team; ability to think strategically and meet short-term and long-term deadlines, analytical skills; ability to manage multiple projects/assignments simultaneously. Demonstrated commitment to AFWA staff values including a diverse and inclusive workplace.

Qualifications: Outstanding written and verbal communications skills; strong organizational and people skills; experience facilitating diverse multi-stakeholder groups; ability to work independently and as part of a team; prior experience working in a fast-paced office environment; excellent understanding of climate change and climate adaptation as related to wildlife or natural resource management; knowledge of wildlife and natural resource management as currently practiced in the United States; understanding of the role that state fish and wildlife agencies play in conservation.

Education: Bachelor’s degree in Environmental Science, Environmental Policy, Conservation Biology or related field; Master’s degree preferred.

Travel: 10% of time (~6-12 trips per year).

Desired Work Experience: At least 3-5 years’ relevant or related work experience in fish or wildlife conservation; experience working in a state, provincial, or federal wildlife or natural resource agency in the United States or Canada a strong plus.

Compensation and benefits: Beginning Salary: \$70,000. The Association offers an excellent suite of benefits including paid vacation, a retirement plan and excellent health benefits.

Application Deadline: February 10, 2022 or until filled.

Equal Opportunity: The Association provides equal opportunity in all our employment. The Association provides equal opportunity in all our employment practices. The Association makes employment decisions based on merit, qualifications, abilities, and business needs, without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, marital status, military status or any other category protected by applicable federal, state and local laws

Application Process: Please email CV and cover letter (subject line AFWA Adaptation Program Manager) to mhumpert@fishwildlife.org.