RESOLVE

Position: Program Associate, Sustainable Resources
Location: Washington, D.C. (remote to start)
Post Date: March 9, 2021
Candidates are encouraged to submit their applications as soon as possible; applications will be accepted until position is filled.

RESOLVE, a non-profit organization in Washington, D.C., is seeking a Program Associate for our Sustainable Resources team. The Program Associate will provide a wide range of support in project planning and management, fundraising and communications, research and analysis, writing, and general program activities. We are particularly interested in candidates who have a passion for working on complex social and environmental challenges in global natural resource development and supply chains.

Organization Overview
RESOLVE is an independent organization focused on forging sustainable solutions to critical social, health, and environmental challenges by creating innovative partnerships where they are least likely and most needed. We are a team of collaborative leaders, mediators, policy experts, strategists, scientists, and facilitators. We bring a unique combination of expertise to our work: mediation and process design; solutions-focused strategies and programs; and a capacity to create and launch self-sustaining social enterprise. As a nonpartisan, nongovernmental organization (NGO), we work across sectors, borders, and political lines to engage with business, government, foundation, NGO, and community leaders. Our projects focus on healthy communities, conservation, and sustainable resources.

The majority of our team is based in our Washington, D.C., headquarters, with some senior staff and partners across the U.S., as well as in Africa, Canada, Europe, and Latin America. We work on local, regional, national, and international projects.

The Associate Role
The Associate will join our Sustainable Resources team and work across a range of programmatic and organizational projects, with an initial focus on the following:

- Public-Private Alliance for Responsible Minerals Trade, a multi-sector initiative between leaders in civil society, industry, and government supporting activities in the Democratic Republic of the Congo (DRC) and the surrounding Great Lakes Region of Central Africa (GLR) to enable responsible sourcing of minerals from the region.
- FPIC Solutions Dialogue, a collaboration between leading companies, communities, and NGOs to develop practical guidance to support free, prior, informed consent (FPIC) community processes relating to mining, oil and gas projects.
- Scalable Trade in Artisanal Gold, an initiative to create a replicable, scalable regional sourcing system in Burkina Faso to benefit thousands of artisanal gold miners by making their trade and supply chain more resilient and fair.

Associates are a critical part of project teams at RESOLVE. They are directly engaged and visible in all project aspects, from organizing meetings with all the details that set up multi-stakeholder initiatives for success; to participating in dialogues and summarizing key questions and decisions; to contributing to
concept papers and proposals that advance new projects. We ask them to research and analyze issues, assess stakeholder dynamics, and develop concepts and options for collaborative action. Associates keep their eyes on the project as a whole and track detailed progress toward key milestones, coordinating with team members to help us meet objectives. They work on fundraising, communications, and social media for programs and the organization. They sometimes sort the mail. (And we all pitch in to make coffee!)

Our website says, “We RESOLVE to... be open and curious, challenge ourselves and others, tackle challenges head on, [and] create solutions.” We are looking for someone who embraces our values, who loves to learn on and off the job, and who shares our passion for environmental conservation, renewable energy, sustainability in development, and community engagement in natural resource planning.

RESOLVE is committed to supporting professional development at all levels, and we have a good track record of growing our associates into senior staff. We have low turnover because staff feel inspired by our work and each other, empowered to grow and contribute at all levels, and trusted to work hard with the necessary flexibility to have a life outside of the office.

**Competencies**

We are looking for an individual with a commitment to RESOLVE’s independent, solutions-focused orientation to issues and demonstrated interest in the natural resources and sustainability field, including knowledge, skills, personal characteristics, and referrals that attest to the following:

**Knowledge and Experience**
The ideal candidate will bring some understanding of international development, corporate social and environmental responsibility, principles and practices of responsible supply chains, and/or natural resource issues and policy. Familiarity with technical aspects, policy instruments, and the role of different groups in agenda setting, advocacy, and problem solving in these areas will be an asset. Beyond existing knowledge, we highly value the ability to learn quickly and adeptly about new subjects.

It is essential that candidates have experience with project strategy, planning, and coordination. Familiarity with consensus building theories and practices is helpful, but not required.

**Skills**

1. Writing and editing, quickly, clearly and concisely, including an ability to integrate policy, technical issues, and/or stakeholder views, and develop solid drafts of high-level policy and strategy documents
2. Fundraising and project development, such as drafting project concepts or proposals, researching and identifying potential project resources, developing other collateral for external communications and fundraising, and writing and submitting proposals
3. Research, analysis, and incisive briefings on technical and policy issues for staff, clients, partners, and potential funders
4. Organizational, project management, and logistical planning, with high attention to detail
5. Ability to take initiative, “manage up,” and show leadership on projects
6. Balancing multiple projects and priorities simultaneously, while closely tracking and managing various project activities, timelines, and deliverables
7. Relationship and communication skills such as listening, building trust, empathizing, developing rapport, and both giving and receiving constructive criticism
8. Proficiency with use of collaborative technologies, social media, AV equipment, and web
development
9. Proficiency in a second language, especially French or Spanish, is a plus

Personal Characteristics
1. Intellectual curiosity, with a keen interest in subject matter, including applying existing
knowledge and diving into new topics with enthusiasm
2. Strong values and ethics
3. Energy, drive, and commitment to excellence
4. Professionalism
5. Enjoys working as part of a team, sharing successes, and collaboratively owning and addressing
challenges
6. Self-motivation, self-discipline, and capacity to organize, prioritize, and self-direct work with at
times limited day-to-day supervision or structure
7. Courage and confidence in communicating effectively and respectfully with a wide range of
colleagues, clients, and partners—senior executives, government officials, community
stakeholders, etc.
8. Willingness to respond to a sometimes-irregular work schedule, due to the nature of RESOLVE’s
projects and the time zones and needs of our partners.

Education and Experience
Applicants must have a Bachelor’s degree; an advanced degree is not required but may be an asset.
Applicants must have a minimum of two years of work experience relating to sustainable development,
natural resource management, corporate social responsibility, public policy, or conflict resolution.

Salary and Benefits
Salary is commensurate with experience and education, in the range of $50,000 to $55,000 for this
position. RESOLVE offers excellent benefits, including: medical and dental insurance; retirement
contributions (after 1 year, RESOLVE contributes 6% of salary, with an additional 3% employee matching
option); generous family, vacation, and sick leave; and long-term disability.

To Apply
Please email your resume and cover letter to jobs@resolve.ngo. Please do not email staff or inquire
about opportunities by phone. Applications sent via other means or platforms will not be evaluated.

Inclusion is fundamental to RESOLVE’s mission. In all our work, we strive to promote respectful
engagement across diverse perspectives and backgrounds. Our 40+ year record demonstrates that
diversity of voices – and inclusion of those who have often been excluded – drives innovation and
development of lasting and equitable solutions to critical social, health, and environmental challenges.
RESOLVE takes a broad view of diversity, recognizing that our differences – whether visible or not –
contribute to strength. We are also conscious of gaps in our own composition, and we are resolute in our
commitment to actively and intentionally cultivating an environment where equal opportunities for
employment, advancement, and influence are available to all.