

RESOLVE

Position: Program Associate, Collaborative Ecosystem Stewardship and Sustainable Resources

Location: Washington, DC

Post Date: October 20, 2020

Applications accepted until position is filled

RESOLVE, a non-profit organization in Washington, D.C., is seeking a Program Associate for our Collaborative Ecosystem Stewardship and Sustainable Resources teams. 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 environmental, energy, sustainability, and natural resource policy issues.

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 US 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 initially join three project teams:

- Missouri River Recovery Implementation Committee, which is developing an adaptive management plan that balances the needs of endangered species and the social, cultural, and economic needs of basin stakeholders, and
- Salmon Gold, a social enterprise partnership that produces gold while restoring streams and habitat for salmon and other species
- Other emerging work in natural resources, as well as our Healthy Communities portfolio, as our associates often have a chance to engage in a range of issue sets.

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 discussions for success; to participating in dialogues and summarizing key questions and decisions; to contributing to concept papers and proposals that advance new projects. They explore the issues we work on to more deeply understand policies, stakeholders and rights-holders, barriers, and possibilities for collaborative solutions. Associates keep their eyes on the project as a whole to track progress toward

key milestones, coordinating with team members to help us all meet our objectives. They pitch in on a range of organizational tasks, ranging from fundraising, to communications, and sometimes even sorting 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 these 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 environmental, energy, and/or natural resource issues that you’ll encounter at RESOLVE (e.g., issues like ecosystem health and restoration; environmental policies like NEPA; adaptive management; supply chain dynamics in the minerals, forestry, or other natural resource sectors; free prior and informed consent; or climate stabilization). Candidates should describe any familiarity with technical aspects, policy instruments, and the role of different groups in agenda setting, advocacy, and problem solving in these areas. Beyond existing knowledge, we highly value the ability to learn quickly and adeptly about new subjects.

It is essential that you have experience with project planning and coordination. Familiarity with consensus building theories and practices is helpful, but not required. Strategic planning experience is a plus.

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. Research, analysis, and incisive briefings on technical and policy issues for staff, clients, partners, and potential funders
3. Organizational, project management, and logistical planning, with high attention to detail
4. Ability to take initiative, “manage up,” and show leadership on projects
5. Proficiency with use of collaborative technologies), social media, AV equipment, and web development
6. Fundraising and project development, such as drafting project concepts or proposals, researching and identifying potential project resources, and developing other collateral for external communications and fundraising
7. Balancing multiple projects and priorities simultaneously, while closely tracking and managing various project activities, timelines, and deliverables

8. Relationship and communication skills such as listening, building trust, empathizing, developing rapport, and both giving and receiving constructive criticism
9. Proficiency in a second language, especially Spanish or French, 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. This can often be balanced with the flexibility over the course of a work week or pay period to meet both project and personal needs.

Education and Experience

Applicants must have a Bachelor's degree in natural resources management, environmental studies/science, public policy or related field; an advanced degree is not required but may be an asset. Applicants must have a minimum of two years of work experience relating to environment, natural resource issues, sustainability, conflict resolution, or public policy.

Salary and Benefits

Salary is commensurate with education and experience. RESOLVE offers excellent benefits, including: medical and dental insurance; retirement contributions; 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 other staff or inquire about opportunities by phone.

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.