

## POSITION ANNOUNCEMENT

### DEPUTY CHIEF OF PARTY

**APPLY IMMEDIATELY – Position announcement closes February 21, 2014.**

Please send resume and cover letter, with MI DCOP in the subject line, to: [hr@enviroincentives.com](mailto:hr@enviroincentives.com)

#### OPPORTUNITY

We are seeking to hire a Deputy Chief of Party who will help lead the Measuring Impact project. Measuring Impact is a five-year project (Oct 2012 – Sept 2017) of USAID's Bureau of Economic Growth, Education and the Environment/Office of Forestry and Biodiversity (E3/FAB) that is designed to enhance USAID's capacity to design, evaluate and adaptively manage effective biodiversity, forestry and related integrated programs and to strengthen evidence-based decision-making in support of more effective programs.

Measuring Impact is a partnership of Environmental Incentives (the prime contractor), Foundations of Success, and ICF International. The position is full-time, based in MI's Dupont Circle office in Washington, D.C., and will report to the Chief of Party.

#### DUTIES

The Deputy Chief of Party will be responsible for the following tasks.

- Day-to-day project management:
  - Coordinate development of work plans, budgets and work planning process;
  - Oversee deliverable management and review and project reporting;
  - Oversee regular weekly and monthly meetings (prepare agendas, reports, and follow up);
  - Backstop staff and partnership management and office operations; and
  - Manage subcontractors and consultants
- Oversee project monitoring, evaluation and learning for internal and external audiences:
  - Lead internal communications and processes for performance management of the MI project;
  - Help analyze and communicate results to inform project decisions; and
  - Support cross-team collaboration and learning
- Contribute to strategic planning with project partners and USAID
- Provide project and company representation in cooperation with Chief of Party
- Participate in or lead the development of various project communications materials, including blog posts, webinars, technical notes, and presentations
- Provide technical support to Measuring Impact project team as needed, particularly around project focal areas of adaptive management and development of the evidence base for conservation programming through research and learning

#### QUALITIES & EXPERIENCE SOUGHT

We are seeking a candidate with the following qualities and experience.

##### Experience & Expertise

- 7-10 years professional experience in international development project management, including strategic planning and adaptive management, and the management of performance measures, finances, and staff
- Understanding of USAID programs, program management cycle, and the processes required for performance of USAID contracts
- Demonstrated success liaising between senior managers from multiple organizations
- Strong understanding of current issues related to biodiversity, forestry and international development
- Master's or Ph.D. in international development or conservation, public policy, or business administration

##### Qualities & Characteristics

- Highly organized with excellent verbal and written communication skills
- Strong work ethic and commitment to timely delivery of high quality products
- Desire and ability to work collaboratively with others
- Ability to constructively receive and give critical feedback
- Alignment with Environmental Incentives' core principles

## TRAVEL REQUIREMENTS AND BASE STATION

The position will be based in Washington D.C. and may involve some international travel during the 5-year project period.

## COMPENSATION

EI offers competitive compensation packages with performance incentives and growth opportunities. Compensation will be commensurate with personal qualities and experience.

## ENVIRONMENTAL INCENTIVES, LLC

### **INSPIRING - CONSERVATION. INNOVATION. INVESTMENT.**

Environmental Incentives exists to create a society that acknowledges the tremendous social and economic value of our natural resources, and consistently considers them in investments and decision-making.

Environmental Incentives is a policy and management consulting firm, and a leading advisor on natural resource program development. We integrate adaptive management into decision making to enable public and private entities to increase their environmental and social return on investment.

The Measuring Impact project is a partnership with:

- **Foundations of Success (FOS)** – A non-profit organization dedicated to improving the practice of conservation around the world. FOS was born out of the major USAID biodiversity conservation initiative of the 1990s, Biodiversity Support Program. FOS is one of the leading organizations in the development of adaptive management approaches and tools applied to biodiversity, forestry and communities both internationally and domestically.
- **ICF International** – A leading research, management, technology, and policy consulting firm based in Fairfax, Virginia and with offices around the world. ICF designs and implements a broad range of quantitative and qualitative health research and evaluation projects, including survey research, experimental and quasi-experimental research, performance measurement, program evaluation, systematic reviews, and economic evaluation. ICF is one of the preeminent international development, gender, climate change and public health research organizations in the world.

## EQUAL OPPORTUNITY EMPLOYER

Environmental Incentives is an equal opportunity employer and does not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, sexual orientation or national origin.