

Program Manager, WCS Sharks and Rays Program

Terms of Reference

Background

The Wildlife Conservation Society (WCS) is committed to the conservation of the world's cartilaginous, or chondrichthyan, fishes, the sharks, skates, rays, and chimaeras, one of only two groups of living fishes. Owing to their "slow" life histories and being subject to extensive fishing pressure throughout the world's oceans, this group of nearly 1,100 species is increasingly at risk of extinction and, thus, in urgent need of conservation action. For this reason and in light of their enormous cultural, evolutionary, ecological, and, in many instances, economic value, the chondrichthyan fishes have been designated an institutional priority for WCS over the next decade.

To guide WCS's global Sharks and Rays Program, WCS is developing a collaborative global strategy that will focus on: 1) protection of threatened species; 2) improvements in management of shark and ray fisheries; 3) enhanced controls on trade in sharks and rays; and 4) reduction in market demand for shark and ray parts and products. This strategy will prioritize efforts and interventions to slow declines and rebuild populations of sharks and rays, while leveraging WCS's global capacity and long-term field programs in 60 countries around the world, capitalizing on WCS's core strengths, and seeking to coordinate with and maximize the efforts of other conservation actors and partners.

Program Manager, WCS Sharks and Rays Program

The primary objective of the Program Manager position is to assist in the development and delivery of WCS's Sharks and Rays Program. This is a full-time position. The Program Manager will report to WCS's Sharks and Rays Coordinator/Marine Policy Advisor and will be based at the headquarters of WCS's Global Conservation Program at the Bronx Zoo in Bronx, New York, USA.

Position Responsibilities

The Program Manager will:

- Assist the strategic development and implementation of WCS's global Sharks and Rays Program;
- Assist the development and implementation of a global strategy for the chondrichthyan fishes;
- Coordinate communications and activities to support the WCS Sharks and Rays Program among WCS staff based in the USA and in field programs around the world;
- Liaise and coordinate with other WCS programs and departments, including Public Affairs and Global Resources;
- Develop, populate, and manage project databases supporting implementation of the WCS Sharks and Rays Program and global strategy;
- Prepare and manage contracts for external consultants and sub-grants to other organizations following WCS's protocols and procedures;
- Organize internal and external meetings;
- Write and edit programmatic reports and other communications;
- Design and prepare electronic and printed outreach materials;
- Assist with fundraising to support implementation of the Sharks and Rays Program and related projects and activities, including development and drafting of proposals, participation in fund-raising activities, and grants management, including reporting to donors;
- Facilitate communication and coordination between WCS and external collaborators;
- Represent the WCS Sharks and Rays Program to external audiences as appropriate;
- Support budget management and expense reporting; and
- Undertake other activities as needed to provide overall support to the WCS Sharks and Rays Program.

Minimum Qualifications

- Master's Degree, preferably in natural sciences or international conservation policy;
- 5 years of experience in project or non-profit management, including writing fundraising proposals and other documents, preparation and monitoring of budgets and contracts, and project and donor reporting;
- Proficiency in the use of standard computer software applications, including MS Word, Excel, Google platforms and desk-top publishing, as well as relational database development and management;
- Understanding of general conservation issues and experience in species and/or marine conservation;
- Excellent organizational skills, including capacity to manage multiple, concurrent projects and demands, set and follow priorities, and meet deadlines;
- Excellent writing and editing skills;
- Excellent interpersonal and communication skills, including ability to work with a wide variety of people from different backgrounds and cultures and within a dispersed team that includes both WCS and non-WCS staff;
- Familiarity with shark conservation issues and the shark scientific/conservation community highly desirable;
- Experience with strategic planning and program development highly desirable;
- Foreign language fluency (e.g., French, Spanish) highly desirable but not mandatory;
- Willingness to travel internationally essential.

Please apply online through the WCS Careers website and send you CV and cover letter to marineprogram@wcs.org.