



## Job Announcement Program Associate, Yellowstone to Yukon

[Wilburforce Foundation](#) is a private, philanthropic foundation that empowers conservation leaders to protect the irreplaceable lands, waters, and wildlife of western North America.

**APPLICATION PROCESS: The application deadline is 8:00 a.m. (PDT) on Tuesday, June 21, 2022.** After this deadline, please contact us before submitting an application.

**Please submit a cover letter and resume, combined into one document either in PDF or Microsoft Word format. Email your application to [employment@wilburforce.org](mailto:employment@wilburforce.org), and use “Program Associate” in the subject line.**

Anticipated timeline:

- June 27-30: First-round interviews by Zoom or phone for selected applicants
- July 13-15: Second-round interviews for those who advance
- Week of July 18: Reference checks and hiring decision

We hope to have a new employee start as soon as possible thereafter.

We maintain a hybrid work environment that allows for both in-office and remote work. We schedule required office days each month, therefore all-remote is not an option. Employees are expected to reside in the Puget Sound region within a commute of Wilburforce’s office in north Seattle.

Consistent with Wilburforce’s vaccination policy, all staff, including new hires, are required to be fully vaccinated and boosted for COVID-19, except those granted reasonable accommodations in accordance with applicable law.

Wilburforce Foundation is an Equal Opportunity Employer. The Foundation does not discriminate in employment opportunities or practices on the basis of race, color, religion, creed, sex, sexual orientation, national origin, age, disability, veteran status, gender identity, gender expression, marital status, or any other classification protected by local, state or federal law.

For more information about the Foundation and its priorities, please visit the Foundation’s website at [www.wilburforce.org](http://www.wilburforce.org).

Thank you!

Siva Sundaresan  
Program Officer, Yellowstone to Yukon



## Job Description

### **Program Associate for Yellowstone to Yukon**

**Hours:** Full-time

**Reports to:** Program Officer, Yellowstone to Yukon

**Classification:** Exempt

**Compensation:** \$85,000 - \$105,000

**Benefits:** Health, Dental, Long-term Disability, Retirement, Vacation, and Wellness leave, and more.

**Location:** This position is based in the dog-friendly Wilburforce offices in the [Greenfire Campus](#) in Seattle's Ballard neighborhood. Employees are expected to reside in the Puget Sound region at the time of employment.

**About Yellowstone to Yukon Program:** The Yellowstone to Yukon (Y2Y) ecoregion is a worldwide model for large landscape conservation that encompasses Yellowstone National Park in the south, stretching 2000 miles north along the spine of the continent to the Yukon, where the mountainous corridor spills out onto the Arctic plains. The Foundation's goal is to achieve landscape-scale connectivity and climate resilience by protecting and connecting wildlife and wildlands across the region. The Foundation supports collaborative community-based efforts that sustain biodiversity, landscape connectivity, climate resilience, and sustainable communities.

#### **Responsibilities:**

Program Associates work closely with their Program Officer and other staff to advance the outcomes described in the Foundation's [Strategic Framework](#). Core responsibilities include: 1) supporting the Program Officer in activities that advance Y2Y regional strategies; 2) building and nurturing relationships with grantees, consultants, and other partners; 3) supporting efforts to improve grantee knowledge and capacity; 4) undertaking a range of grantmaking activities and acting as a link between grantees and the foundation staff who manage grantmaking processes; 4) researching, preparing, and/or delivering reports or other presentations; and 5) working with the entire Wilburforce team to create and maintain a collaborative, inclusive, team-oriented work environment.

#### **Specific Duties:**

- Work in partnership with the Y2Y Program Officer to implement the Foundation's Yellowstone to Yukon strategies.
- Research issues, projects, and organizations related to regional strategies, and stay informed on key issues relevant to the program.
- Review and analyze documents submitted by grantees, and assist in the preparation of written recommendations about grants and programs for consideration by the Foundation's Board of Directors.
- Work closely with the Program Officer to assess, prioritize, and address the knowledge and capacity needs of grantees and assist in aligning the support necessary to increase the organizational effectiveness of Y2Y's grantee pool.

- Work closely with Program Officers and Program Associates from other geographies or issue-based programs on collaborative grants.
- Coordinate travel and logistics for Y2Y program site visits, events, and meetings; draft meeting agendas.
- Develop and maintain strong communication and relationships with grantees, funders, and other partners, and engage in substantive strategic conversations.
- Work with the Foundation's grants management team to coordinate grantmaking processes and activities, and ensure compliance with relevant regulations and laws that guide grantmaking practices.
- Assist in monitoring and reconciling Y2Y grantmaking budget.
- Represent the Foundation and program region at conferences and meetings with grantees, foundations, government agencies, community members and a variety of other entities. Must be able to travel within the United States and Canada.
- Assist in the development and implementation of evaluation for the Foundation's program grants and activities within the region.
- Collaborate with staff on issues and strategies that may affect the work of other programs and impact the goals and mission of the Foundation as a whole.
- Participate in the Foundation's internal diversity, equity, and inclusion capacity-building efforts.
- Work with the entire Wilburforce team to create a positive, inclusive, engaged, and productive organizational culture.
- Perform other duties as assigned.

### **Qualifications**

The following factors are desirable in the candidates we hope to meet:

- Lived and/or professional experience in the nonprofit sector, ideally advocating for or organizing environmental, conservation, social justice, and/or other change efforts.
- Lived or professional experience in conservation science, policy, law, and/or advocacy.
- Analytical and critical thinking skills.
- Experience working with foundations and grants, from either the grantmaker or grantseeker perspectives.
- Written and verbal communication skills.
- Excellent interpersonal skills.
- An ability to work proactively, effectively, and efficiently without a high level of supervision.
- Ability to prioritize, organize, and effectively handle multiple projects, consistently meet regular deadlines, and work under pressure with ease and humor.
- Ability to travel as needed and attend both weekday and weekend meetings and conferences when necessary.
- Proficiency with technology including Microsoft Office Suite, MS Teams, Adobe Acrobat, and teleconference platforms like Zoom. Experience with customer relationship management software is ideal, especially a grants management system. (We currently use Salesforce.)