Job Description

Position: Program Manager, Wildlife Health Program

Reports to: Senior Program Manager, Wildlife Health Program

Location: Bronx Zoo, USA

Country Program/Sector: WCS Wildlife Health Program

Position Type: Full-time (2-Year Fixed Term)

Organizational Background:
The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

Program Overview:
The WCS Wildlife Health Program is central to delivering on our mission to save wildlife and wild places around the globe. Wildlife, livestock, and human diseases will likely have a significant impact on the future development of sustainable land uses, protected areas, transboundary natural resource management, other biodiversity conservation approaches, and livelihood opportunities in many of the landscapes and seascapes where we work. Our work at the interface of wildlife, domestic animal, and human health has demonstrated that a One Health approach can build new constituencies for conservation and strengthen existing ones, while mitigating a key threat to conservation.

Job Summary:
The health program is seeking a motivated program manager who can support a global team of experts across different time zones through complex, time-sensitive processes and tasks. The ideal candidate is one who will take initiative and be self-directed; proactively solve problems efficiently and independently; and work both independently and in a team environment.
**Major responsibilities:**

- Provide day-to-day administrative support to staff in the Health Program.
- Coordinate/prepare reports for select grants; review and approve grant financial reports prepared by regional business team.
- Work close with finance staff to submit monthly invoices to donor.
- Work closely with the Senior Program manager to support the preparation of the annual budget and working documents and help update information into BPC.
- Help research, identify, and analyze potential new funding opportunities that support current program priorities.
- Maintain program files and databases, including grants, contracts, proposals, legal agreements, communication materials, and financial records, to ensure proper document management.
- Prepare quarterly budget variance reports and correcting journal entries as required. Works with regional business manager and country finance managers in determining appropriate allocation, ensure that allocations are made correctly, and review methodologies with program and administrative staff.
- Review grant agreements and contracts within assigned program areas and work with relevant staff to support negotiation and final signature.
- Responsible for working with program to track compliance to donor requirements, such as financial and procurement regulations, visibility and branding, etc, through grant close out.
- Coordinate subcontract compliance and assist in monitoring sub-contractors in coordination with Subgrant Compliance Manager and country teams.
- Undertake other activities, as needed, to provide overall support to the WCS Health Program.

**Minimum Qualifications**

- Bachelor’s degree required; experience in program management a plus and related program of study such as finance, accounting, economics or business preferred.
- Experience in non-profit or private sector administration, including budget, financial, and grants/project management. Minimum 1 year experience in managing U.S. federal grants and/or contracts.
- Excellent organizational and time management skills, including ability to prioritize competing demands; adapt to changing priorities; pay strong attention to detail and accuracy; follow-through and meet deadlines.
- Strong writing skills and ability to produce high-quality materials, as well as clear and concise email communications.
- Advanced skills in standard computer software applications, including MS Word and Excel.
- Knowledge or interest in conservation and health issues preferred.
- Knowledge of French and Spanish a plus.

This is a New York-based position and applicants must be legally permitted to work in the United States. Interested candidates should send a cover letter and CV to Carolina Churchill at fvpnewyork@wcs.org and apply online at https://www.wcs.org/about-us/careers.