**Conservation Associate**

The Conservation Associate will assist with implementation of natural resource conservation programs and conservation services; provides administrative and program assistance to the Georgia State Director, The Tennessee Filed Representative and other professional staff in The Conservation Fund (TCF) Georgia Office; and helps manage the operations of the Georgia Office. The candidate is expected to work independently and under minimal direction while maintaining a high level of communication with the Georgia State Director. The Conservation Associate serves as point of external contact with a variety of partners and collaborators. Will also work with legal, conservation acquisitions, accounting and administrative staff involved with conservation acquisitions and natural resource conservation across the organization.

**Essential Functions**:

Development

* Draft, review and edit proposals and reports associated with large and small grants
* Manage accounts and tracking of grant funds
* Work with Development team and assist with donor relationships

Marketing and Communications

* Prepare marketing/communications materials and presentations for Georgia Office, including graphics, maps and photos
* Develop communications materials and web content for conservation initiatives in the Georgia Office
* Prepare and organize presentation documents, including PowerPoint presentations
* Make presentations on behalf of The Conservation Fund Georgia Office

Program and Partnership Development

* Assist Georgia Office staff with program development for Georgia Office initiatives
* Coordinate and attend partner and community meetings for Georgia Office

Administration

* Draft and prepare correspondence for mailing, scanning, filing, etc.
* Coordinate meetings, conferences, conference calls, and program-related functions, including logistics, invitations, and agenda items
* Answer and screen phone calls, take messages
* Send packages via mail, messenger service or overnight service
* Create, organize and maintain general office and project files
* Order and purchase office supplies, equipment and furniture as needed
* Arrange for maintenance and service of office equipment as needed

Accounting

* Handle accounting procedures associated with accounts payable and receivable, including preparing invoices, check requests, and deposit memos
* Prepare financial reports, manage budget spreadsheets and track expenses/revenues
* Maintain travel/business expense receipts and prepare travel expense reports; coordinate with TCF national office for processing and reimbursement

**Qualifications/Basic Job Requirements:**

* Bachelor’s degree or equivalent work experience in Natural Resources Management, Conservation Biology, Environmental Science or related field
* Interest in land conservation and mission of The Conservation Fund
* Previous work experience or internships with natural resource conservation organization or agency preferred
* Proficient in Microsoft Office (Word, Excel and PowerPoint, Outlook), and internet. Knowledge of ARC GIS or other mapping software strongly desired.
* Excellent business writing skills (letters, reports, proposals, etc.)
* Excellent organizational and time management skills, detail-oriented with the ability to prioritize and multi-task
* Ability to troubleshoot basic computer and software problems
* Excellent interpersonal skills with the ability to communicate well with all levels of staff, vendors, donors, etc. including high level executives, project consultants and team members on a daily basis
* Positive attitude, a problem-solver who takes initiative, a team player who works well with others, is flexible, and strives to help the organization achieve its goals
* Sense of humor

**Physical/Mental Requirements**

Critical thinking, problem solving, and task management are vital cognitive skills for this position. Ability to work alone and with minimal guidance. The employee must be able to lift and carry 25 pounds.

Qualified/interested candidates should send their resume and cover letter with salary requirements, indicating the job title, to [careers@conservationfund.org](mailto:careers@conservationfund.org) or fax to 703-525-4610. We offer a competitive salary, excellent benefits including medical/dental insurance, paid vacation/sick/holidays, parental leave and a 403(b) plan.

*The Conservation Fund, is an equal opportunity employer, to promote diversity in the workplace and within organizational leadership, including race, color, religion, sex, gender, sexual or gender identity or expression, age, national origin, military/Veteran status, or disability.*