



**JOB OPPORTUNITY:  
PROGRAM ANALYST AND PROJECT COORDINATOR**

Are you ambitious, self-motivated, and eager to work within a friendly, mission-driven organization? Do you want to work in a place where your time, talents, and interests play a critical role in support of the health and vitality of our nation's working forests and forest-rich communities? The U.S. Endowment for Forestry and Communities (Endowment) seeks to add a new member to our small team located at its Greenville, SC headquarters. The newly created, full-time position of Program Analyst and Project Coordinator will report to the Chief Operating Officer.

The duties for this position entail: Helping increase organizational impact and efficiency by conducting research and analysis on forestry, ecosystem services, social and demographic issues, and other topics to guide and assess the Endowment's investments; responding promptly to requests for information and analysis; working closely with program staff to identify and assess opportunities for systemic, transformative, and sustainable change through the Endowment's programs; managing a portfolio of projects aligned with your interests and those of the Endowment; providing clear verbal and graphic presentations; and supporting colleagues as needed.

Please send a cover letter, resumé, and up to three professional references to Aleta Rogers ([Aleta@usendowment.org](mailto:Aleta@usendowment.org)) by February 8, 2021. Please direct questions about the position to Peter Stangel ([Peter@usendowment.org](mailto:Peter@usendowment.org)). An Endowment staff member will contact you if we determine that there is a match with our needs and your background.

**JOB DETAILS:**

**Job Title:** Program Analyst and Project Coordinator

**Location:** Preferred location is the Endowment's headquarters in Greenville, SC

**Full-time/Part-time:** Full-Time

The Endowment is a small organization (currently nine staff, of which four work remotely). Everyone is committed to performing whatever tasks are necessary, beyond formal job descriptions, to help make the organization successful. The staff is highly interactive, both personally and via electronic communication. The Endowment's success is due in large part to the continuous communication among staff.

**SPECIFIC JOB RESPONSIBILITIES (TO INCLUDE BUT NOT BE LIMITED TO):**

**Program Analyst (~80% time)**

- Conduct research on third-party and internal data and create insightful presentations on results to staff and Board;
- Build sector (forestry, ecosystem services, demographic) views of economic and social trends;
- Assist with program evaluation and identification and tracking of key metrics and performance indicators;

- Initiate and respond to Program Officer requests for research on macro, geographic, or sector trends;
- Communicate research findings and recommendations through reports and meetings;
- Use data collection and analysis to monitor tactical and strategic trends and developments;
- Develop good working relationships with partners and funders at government agencies, private companies, non-profits, universities, and others with access to relevant data;
- Work closely with staff to identify research questions and analyses that lead to higher impact investments, strategic program recommendations, and internal and third-party evaluation;
- Provide support for fundraising proposals; and
- Analyze the Endowment's program investment activities and provide assessments and recommendations and work with Program Officers and consultants to develop program impact reports and special communications

### **Project Coordinator (~20% time)**

- Assume and/or develop a portfolio of projects;
- Take full responsibility for managing these projects, including developing project investment opportunities; soliciting and reviewing applications; working closely with Endowment staff on contracting and financial reporting; supporting grantees on invoices, reports, and problem-solving, and; reporting to staff, board, and donors on outcomes; and
- Develop strong working relationships with partners and funders at government agencies, private companies, non-profits, universities, and others.

### **Other/Miscellaneous**

- Provide backup support to the Manager, Grants and Contract Compliance, on FoundationConnect, our Salesforce- based grants management system; and
- Other duties as assigned.

### **REQUIREMENTS AND PREFERRED SKILLS**

- U.S. citizen or non-citizen with all appropriate visas and paperwork.
- Bachelor's degree.
- Five-years professional experience preferred.
- Proven track record in data analysis and analytical approaches, preferably in the forestry or a related sector.
- Superior graphic presentation skills.
- Experience in other data analysis and/or data visualization software including statistical (SPSS, R Studio, etc.) or visual (ArcGIS, Microsoft Power BI, etc.) preferred.
- Proficient in Office 365 applications with advanced Excel skills.
- Experience with Salesforce or another CRM database a plus.
- Previous experience with project management desirable.
- Interest in forestry, environmental science, and natural resource management.
- Highly self-motivated and proficient working independently on multiple projects simultaneously.
- Detail oriented and highly organized.
- Adept at working with both remote and local office staff.
- Comfortable in a dynamic work environment, including responding to multiple program areas and organizational needs

- A positive attitude and the ability to problem solve are a must!

**COMPENSATION:**

The Endowment offers a competitive salary commensurate with responsibilities and work experience and a full benefits package including health and dental insurance, retirement account(s), and paid time off.

The U.S. Endowment for Forestry and Communities is an Equal Opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.