



the Jane Goodall Institute

Career Opportunities

The Jane Goodall Institute is currently seeking applicants for the following position:

Position Title

Coordinator, Kids & Nature Grant Administration & Evaluation

Department

Development & Roots & Shoots

Reports To

Senior Director, Community Engagement

Location of Employment

Vienna, VA (Washington, DC Metro Area)

Position Summary

The Kids & Nature Grant Administration and Evaluation Coordinator is a one year grant funded position (with possibility of renewal pending grant funding availability) that supports administration of, and reporting on grants provided to Roots & Shoots offices and groups internationally (large grants) and in the United States (educator mini-grants). The coordinator is responsible for coordinating the proposal process, processing agreements and payments, collecting and organizing reports and corresponding evaluation data for both types of grants. In addition, the coordinator will serve as a primary moderator of a special community of practice designed to promote best practices for leveraging the Roots & Shoots model to create meaningful experiences for young people in nature.

This position is a shared position between the Jane Goodall Institute's Development department and Roots & Shoots (youth program) departments.

About JGI

Founded in 1977, the Jane Goodall Institute continues Dr. Goodall's pioneering research on chimpanzee behavior — research that transformed scientific perceptions of the relationship between humans and animals. Today, the Institute is a global leader in the effort to protect chimpanzees and their habitats. It also is widely recognized for establishing innovative community-centered conservation and development programs in Africa, and Jane Goodall's Roots & Shoots, the global environmental and humanitarian youth program, which has groups in more than 120 countries. For more information, please visit www.janegoodall.org.



Primary Responsibilities

Grant Administration

- Coordinate asynchronous international grant making process for projects at a minimum of 15 different sites around the globe; includes accepting/reviewing proposals, processing agreements and payments, and calling for and organizing annual reports from each of the sites;
- Collaborate with Roots & Shoots Education Manager and educators in the United States to review applications and project reports for mini-grants through rootsandshoots.org;
- Support annual donor reporting requirements through synthesizing data across all grants; and
- Maintain calendar of relevant dates and tasks for grant proposals and reporting

Evaluation

- Collaborate with third party external evaluator to administer surveys and other measurement tools with both international sites, as well as educators in the United States; and
- Collect and organize data from evaluation measures; support analysis and presentation of data for grant reports, marketing, and communications.
- Collaborate with Roots & Shoots Education Manager to market, review, analyze, and report data from mini-grant applications and campaign reports.

Community of Practice

- Establish and maintain digital platform for collaboration (community of practice); collect and publish relevant content to the platform;
- Ensure membership of community remains up to date; adding and deleting members as Roots & Shoots global staff changes and grows; and
- Moderate content generated by other community members to ensure highest standard of professionalism and focus of content on creating meaningful experiences for kids with nature

Duties

- Ensuring that grant proposals and reports meet the criteria set forth by the Institute and according to donor requirements.
- Manage complex deliverables calendar and timelines
- Ensure compliance with all organizational financial policies and practices and relevant tax laws; meticulously document all correspondence regarding any/grants
- Administering evaluation measurements with the highest ethical standards and consistency to yield data with the highest possible integrity.
- Having a clear understanding of the Roots & Shoots program – how young people engage from place to place, and that they have a strong role in identifying problems in their communities and developing solutions to them.



Qualifications

- Bachelor's degree; Nonprofit/business administration, youth engagement/education concentrations preferred
- One to three years of relevant nonprofit management experience; grant making, project design, youth engagement experience preferred
- Proficiency in the use of Microsoft Office including Word and Excel
- Previous use of survey tools such as SurveyMonkey
- Previous experience managing grant making program, or supporting programmatic efforts under a grant
- International education experience welcomed
- Experience using custom social networking sites like Ning welcomed
- Previous experience managing websites, blogs, email marketing systems, social media presence
- Understanding of best practices in creation and deployment of Web content; especially blogs

Work Environment

The position will primarily be based in a corporate-like office environment with cubicles and desks. This position will require very little travel.

Non-Discriminatory Policy

JGI's commitment to equal employment opportunities and the value of diversity is an essential part of our business practices and principles. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at JGI will be based on merit, qualifications, abilities and eligibility to work in the United States. JGI's employees are treated without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws. This employment opportunity philosophy applies to all aspects of employment with JGI including recruiting, hiring, training, transfer, promotions, job assignments, benefits, compensation, discipline, dismissal, educational assistance, and social and recreational activities.

JGI complies with applicable state and local laws governing non-discrimination in employment in every location in which JGI has facilities. JGI will not tolerate discrimination or harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws.

Application Instructions

Interested applicants can submit a cover letter, resume and short writing sample by May 6, 2016 to careers@janegoodall.org. Please put the title of the position in the subject line of submission emails.



Contact

For questions you may contact Shawn Sweeney, senior director, community engagement via email at ssweeney@janegoodall.org. No phone calls please.