

## Portfolio Manager, Enduring Earth

**Organization:** Enduring Earth Partnership

**Location:** Remote

**Type of Employment:** Full-time

**Overtime Status/hours per week:** Exempt

**Reports to:** Deputy Director, Enduring Earth

**Salary Range:** \$180,000 – 220,000

**Travel:** Up to 20% travel, including international

### About Enduring Earth:

Enduring Earth is an ambitious partnership between the World Wildlife Fund (WWF), Pew Charitable Trusts, The Nature Conservancy (TNC), and ZOMALAB's Global Permanence Fund intended to help governments worldwide expand and sustainably protect Nature and benefit communities conserving more than 500 million hectares in 20 Project Finance for Permanence deals over the next 10 years.

Experts have identified the need to protect 30% of the world's natural habitat for the benefit of people and nature. According to a recent report by the Paulson Institute, a major barrier to achieving this goal is long-term financing. Enduring Earth utilizes a proven model, known as Project Finance for Permanence (PFP), that employs private sector finance principles to ensure entire systems of protected areas are sustainably managed and financed.

Project Finance for Permanence has been used to protect more than 90M hectares of critical ecosystems. Examples of PFP deals include:

- Great Bear Rainforest: Where a PFP protected 8M hectares of old growth forest in British Columbia, helping to end the timber wars in Canada
- Costa Rica: Where a PFP enabled the country to become the first developing nation to meet its 30% protected area goals; and
- Bhutan: Where a PFP helped put more than 50% of the nation under permanent protection.

To date, a pipeline of 30+ new projects has been identified that will yield large scale protection of nature, strong benefits for people, and measurable climate impacts. These include ensuring the management and community engagement for the national parks of Chilean Patagonia; expanding marine protected areas in Belize; supporting community conservancy models in Namibia and Kenya; and creating indigenous protected areas that return management rights to traditional owners in Colombia.

### About the position:

You'll join a top-notch team and innovative partnership committed to community economic development and the durable protection of millions of hectares of land and ocean. You'll work directly with, and serve as a thought partner to, Enduring Earth's Managing Director and Executive Management Team. This role will have extensive interaction with Hub staff, as well as all Enduring Earth partner organizations. The Portfolio Manager will need to build strong working relationships and trust with staff at all levels and influence/inspire people to collaborate without formal reporting lines. The Portfolio Manager will manage information flow to leadership and crisply communicate details to inform top-level decision making.

## **What you will do:**

The Portfolio Manager will be responsible and lead four key areas which are described in detail below.

### **Area 1: Deal pipeline management**

- Managing the stage-gating process for deal development including setting standards, developing templates / tools, offering guidance to deal teams, developing memos and codification of decisions, etc.
- Project managing portfolio including tracking deal progress, specific information, etc. and developing transparent and accessible information tracker (database)
- Identifying where support is needed for individual deals across stage-gating continuum and matching to existing capacities working with the Knowledge Management Officer
- Supporting the expansion of the Enduring Earth pipeline to meet the partnership's goals of 20 PFPs executed by 2030
- Coordinating the Portfolio Committee including agenda setting, meeting facilitation, and other administrative tasks as required

### **Area 2: Coordination of EE metrics, monitoring, evaluation**

- Finalizing the metrics for the Enduring Earth partnership deals, developing the processes for impact tracking, and executing
- Coordinating whole of portfolio evaluation, tracking progress on representation, global goals, etc.

### **Area 3: Enabling highest quality PFPs**

- Working with the Knowledge Manager to integrate lessons into deal stage-gating evaluation and PFP deal development
- Identifying capacity & expertise within organizations and sharing knowledge & information across deals working with the Knowledge Manager

### **Area 4: Linking deal portfolio to the broader partnership**

- Coordinating and providing input to the resource mobilization, community impact, and communication committees and vice versa

## **Who we are looking for:**

Qualifications required for your success:

- At least 10 years relevant professional experience.
- Bachelor's degree required and an advanced degree in a relevant field (i.e., business, environmental management, public policy, law, economics, etc.) preferred.
- Experience with the Project Finance for Permanence model, or other large-scale conservation finance schemes strongly preferred.
- Experience with protected area system design and management and working with methods and standards of biodiversity.
- Experience developing social or economic development programs for communities tied to conservation initiatives.

- Experience managing programs and/or pipelines and proficiency in management tools to ensure efficiency.
- Knowledge of politics, economics, and society with respect to environmental policy and initiatives.
- Strong communication skills are required, including diplomacy, and demonstrated ability to navigate complex decision-making across multiple stakeholders.
- Ability to operate independently, effectively prioritizing to meet deadlines and commitments and produce high-quality work under pressure and time constraints.
- Proven ability to work independently and collaboratively in a matrixed team environment.
- Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint, Access, etc.)
- Fluency in English required, proficiency in other languages a plus.

### **Benefits:**

Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance; 3% automatic contribution and a 3% employer match on 401(k) contributions; pre-tax transportation benefits; and paid holiday, vacation, sick, and volunteer time off.

### **How to apply:**

Please send your CV and cover letter that details your experience managing large-scale conservation programs or pipelines, working with protected area system design, and in monitoring and evaluating the impact of those programs.

Please send by June 17<sup>th</sup> 2022, to: [operations@enduringearth.org](mailto:operations@enduringearth.org).

*Enduring Earth Deal Fund and Hub is a project of Windward Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. Windward Fund is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. Windward's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.*

*To center the safety and well-being of its employees, Windward Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at [HR@windwardfund.org](mailto:HR@windwardfund.org).*