



AFRICAN WILDLIFE FOUNDATION®

**Vacancy**  
**Program Director of Policy**

**Overview**

The African Wildlife Foundation (AWF), an international conservation organization, is recruiting a Program Director of Policy to represent AWF in high-level policy and technical dialogues with government agencies, multi-lateral institutions and other stakeholders in the United States with the aim of generating public support and partnerships for AWF's landscape-level conservation and development programming in sub-Saharan Africa. This position will work closely with field-based program teams, cross-site technical staff, and fellow program design team members. The person hired will have excellent written and oral communication skills, be confident and capable presenter, have excellent diplomatic skills, a track record in effective advocacy, and a sound understanding of contemporary conservation and development issues in Africa.

**Location:** Washington, DC USA

**Type:** Full-time, minimum two year contract

**Department:** Program Design

**Responsibilities**

The Director will lead AWF's efforts to sustain and build positive and lasting relationships with US Government agencies, multi-lateral development funding agencies, and Africa governmental organizations, including the African Union and foreign embassies represented in the United States. Responsibilities include representing AWF's approach and programs to targeted institutions at high and technical levels; being up to date at all times on AWF's activities and best practice across its portfolio of landscapes; tracking and coordinating AWF's response to all US Government funding sources as well as emerging opportunities with multi-lateral institutions such as the GEF, World Bank, UN, and others; developing and implementing a targeted legislative strategy to increase awareness of AWF's work and role as an effective implementing partner of donor agencies; and representing AWF in Washington-based conservation consortiums such as the Africa Biodiversity Collaborative Group, International Conservation Caucus Foundation, and others.

**Qualifications**

- Reputable Undergraduate and Postgraduate degrees in relevant field (e.g. economics, business, conservation, natural resource management, rural development).
- Substantial experience working at a responsible level, including direct experience in conservation and/or development in Africa.
- Demonstrated experience in high level relationship development, management and outreach with public institutions.
- Experience in advocacy will be an advantage.
- Strong interpersonal skills.
- Ability to conceptualize and write succinct project and policy briefing reports, white papers, etc.
- Strong computer skills in Microsoft Office (Word, Excel, Access, Power Point, Internet Explorer).
- Ability to work as part of a team and independently.
- Ability to multi-task.
- Fluency in written and spoken English essential. Fluency in French and African language(s) an advantage.
- Willingness to travel (within the US occasionally and internationally two to three times per year).

Competitive salary. Interested candidates should forward a 2-3 page CV, cover letter and a sample of original, written work in English to [pdrecruitment@awf.org](mailto:pdrecruitment@awf.org) by 1 August 2010.

*AWF is an equal opportunity employer. We strongly encourage women and African nationals to apply.  
No phone calls please. Only selected candidates will be contacted.*