



# Amazon Biodiversity Center

## Position Description Chief of Staff

Location: Washington D.C

Type: Full - Time

Title: Chief of Staff

Reports to: Executive Director

### About the Amazon Biodiversity Center

Founded in 2018, the mission of the Amazon Biodiversity Center (ABC) is to advance the conservation and sustainable use of the Amazon and its biodiversity. ABC does this through:

- collaborative scientific research, with a major focus on habitat fragmentation and restoration;
- building the next generation of leaders by training graduate students and offering short courses for students and mid-career professionals; and
- building awareness among the general public, the world of policy, and the private sector both in and beyond the Amazon.

The Center was founded by Dr. Thomas E. Lovejoy, known as "the Godfather of Biodiversity." Over five decades, he was a voice for conservation science and sustainable development policy. He served in executive positions at the Smithsonian Institution and the World Wildlife Fund. Dr. Lovejoy was the first to use the term "biological diversity" in 1980, and wrote three books on biodiversity and climate change. And he served on science and environmental councils under the Reagan, Bush, and Clinton administrations, and served as a science envoy for the U.S. Department of State under the Obama Administration.

### About You

You thrive as part of a small, passionate team in a collaborative environment. You have strong attention to detail with an eye on the bigger picture. You embrace the diverse perspectives of all people and honor them with dignity and respect. You seek to have impact through your work in service to the environment, society and the mission of ABC, and you have experience working across different cultures, geopolitical events, and a diversity of disciplines and at all levels of government. You are committed to the mission of ABC, to inclusion, equity, diversity, access and representation in every aspect of your work and to amplify marginalized voices.

Position Description

The Chief of Staff will engage under the direction of the [Executive Director or designated Board Director] with the organization's Brazilian sister NGO, allies, collaborators and a growing level of engagement by stakeholders from around the world. The Chief of Staff requires exceptional organizational and people skills including excellent communications skills verbal and written. The Chief of Staff must have good judgment, impeccable attention to detail, and humility in all ways working on large cross-functional tasks, facilitate special projects and execute smaller and more tactical efforts when needed. This position sets and provides an organizational and communication framework for partners, members, staff and the leadership team to implement the ABC Board of Directors vision and achieve short term and long term goals. The Chief of Staff will report to [Executive Director or a designated Board Director].

### Responsibilities

#### Executive Director Support 35%

- Acts as an extension of the Board of Directors and information funnel, filter, and facilitator with internal and external partners and members.
- Assess all inquiries directed to the organization, determine priority and the proper course of action in consultation with the Executive Director.
- Act as the point of contact for the Executive Director direct reports. Triage all incoming requests for meetings, and works collaboratively with the Board of Directors to ensure their calendar is aligned with the priorities of the organization.
- Proactively follow up with key stakeholders, collaborators, and colleagues.
- Track high priorities for the Board of Directors/Executive Director to identify any potential obstacles.
- Serve as a strategic advisor to the Board of Directors/Executive Director, standing in on meetings, and following up on action items with the team accordingly.

#### Program, Board, and Administrative Management 65%

- Deepens and refines all aspects of communication—from web presence, to publications, to external relations—with the goal of creating a strong brand.
- Develop effective systems to track progress, and regularly evaluate programs, to measure successes that can be effectively communicated to the board, funders and other constituencies.
- Ensures that ABC is operating in compliance with its Bylaws, Policies, and Operating Rules; as well as all applicable laws and regulations.
- Handles some aspects of administrative support for the Board of Directors/Executive Director ranging from expense reports to meeting agendas, high level note taking, and travel.
- Manages all aspects of fundraising reporting, tracking, and general donor management; follows up on possible donor leads, and works with Board Directors to pursue, secure and manage donors both new and sustained
- Provides support at all levels for events including upcoming May 21 launch event

### Skills and Qualifications

- Bachelor's degree or higher in a related field, with 15-20 years or more of experience in executive or management roles.

- At least 15 years of experience supporting strategy development or advising executive-level leaders on high-level initiatives.
- Experience at a mission based nonprofit or a company undergoing rapid growth is preferred.
- Ability to communicate well and strategically in verbal and written form.
- Strong complex problem-solving skills with the desire to brainstorm and execute big, bold ideas.
- Track record of balancing the coordination of fast-paced daily priorities with important, longer-term strategic efforts.
- Embodies a can do attitude and embraces high impact work with enthusiasm.
- Has meticulous attention to detail.
- Experience working with different cultures outside of the United States.
- Experience with fundraising most specifically grant writing, tracking and reporting.
- Strong project management and organizational skills, including proactively executing tasks.
- Experience creating materials and slide decks to advance donor, membership and partner engagement preferred.

#### Salary

Commensurate with experience.

#### Application Process

Please send a cover letter and resume to [wyman.michelle@gmail.com](mailto:wyman.michelle@gmail.com).

#### Equal Employment Opportunity

ABC is committed to providing equal employment opportunity for all persons and to prohibiting discrimination because of race, color, sex, national origin, age, religion, marital status, disability, political affiliation, sexual orientation, status as a veteran, or any other protected status and/or conditions specified in federal and local civil rights laws.