

## JOB DESCRIPTION

**JOB TITLE** Coastal Wetlands Strategy Analyst  
**JOB FAMILY** Conservation  
**JOB NUMBER** 700047  
**STATUS** Salaried  
**DATE** February 2021



### A LITTLE ABOUT US

Founded in 1951, The Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, on-the-ground solutions to our world's toughest challenges so that nature and people can thrive together. We are tackling climate change, conserving lands, waters and oceans at unprecedented scale, providing food and water sustainably and helping make cities more sustainable. One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. Working in 72 countries, including all 50 United States, we use a collaborative approach that engages local communities, governments, the private sector, and other partners. To learn more, visit [www.nature.org](http://www.nature.org) or follow @nature\_press on Twitter.

### YOUR POSITION WITH TNC

The Nature Conservancy is working with partners across the globe to create new approaches to change the way coastal wetlands are used and managed. Our vision is one of resilient coasts, reduced emissions, thriving communities and marine management grounded in science. The Coastal Wetlands Strategy Analyst contributes to the development and assessment of the coastal wetlands strategy and its portfolio of projects. The position will be responsible for working with partners to advance conservation priorities related to coastal wetland restoration, priority mapping and carbon science. Projects that this position will support include Global Mangrove Watch and the overarching Global Mangrove Alliance. This position sits within the Global Protect Oceans, Lands and Waters business unit and reports to the Coastal Wetlands Strategy Lead. The location for this position is flexible within countries where The Nature Conservancy has an established office. This position is not eligible for relocation or immigration assistance.

### ESSENTIAL FUNCTIONS

The Coastal Wetlands Analyst supports global strategy leadership by managing priority projects and serves as a technical resource on the coastal wetlands global strategy and projects. They liaise with other TNC staff, notably our climate and external affairs team, as well as external actors, to help drive the implementation of the global strategy and associated projects in the places where TNC works. They will develop a prioritization framework that looks at drivers of coastal wetlands distribution change, carbon accounting, and country-led analyses. The Coastal Wetlands Analyst will be responsible for writing and implementing complex contracts, grant reports, project communication, managing budgets, and meeting multiple deadlines. They may advise TNC country programs, global communications, marketing and philanthropy staff on issues related to the coastal wetlands strategy or priority projects and related issues.

### RESPONSIBILITIES & SCOPE

- Provides strategic analysis in support of TNC's Coastal Wetlands global strategy.
- Provides expertise and guidance based on analysis of conservation opportunities and priority areas for wetland restoration/conservation.
- Incorporates cross-disciplinary knowledge to support program objectives.
- Creates accessible summary materials that shares technical and scientific information with field and global staff and supports the use of new information and knowledge to adapt and improve on-the-ground strategies.
- Serves as a team leader for assigned projects; requires gaining cooperation of team or external stakeholders over whom there is no direct supervisory authority.
- Financial responsibility includes working within/managing a budget to complete projects, negotiating and contracting with vendors, and assisting with budget development.
- Works collaboratively in a team and partnership environment to advance mutual conservation goals.
- Responsible for simultaneously managing multiple projects to ensure timeliness and completion of deliverables.
- Support and assist in publications for peer reviewed journals, including identification and review of key studies, data cleaning, management of references, map creation, and copy editing.
- May involve domestic and international travel of 25% or more.

### MINIMUM QUALIFICATIONS

- Bachelor's degree within the Conservation, Policy, Resource Management, Social Sciences, or related field and 4 years of related experience or equivalent combination.
- Experience leading complex projects or strategic initiatives in an unstructured environment.
- Experience researching, critically analyzing, and evaluating information from divergent sources and compiling it into cohesive reports and recommendations for strategy and action.
- Experience writing and editing promotional and informational material.
- Experience in GIS analysis and interpretation.

### DESIRED QUALIFICATIONS

- Multi-lingual skills and multi-cultural or cross-cultural experience appreciated

- Master's Degree within the Coastal Ecology, Conservation, Policy space plus 5 years of related experience or equivalent combination.
- Critical analytical thinking and excellent English writing skills are essential.
- Familiarity with carbon accounting protocols and/or flood modelling approaches (e.g. Expected Damage Function)
- Proficiency with statistical and spatial software packages, including R, Google Earth Pro and ArcGIS.
- Familiarity and knowledge related to business, governmental, and/or environmental policy and practices pertaining to the coastal wetlands.
- Ability to work well in a highly matrixed, decentralized and collaborative organization. Possesses strong interpersonal skills and political savvy. Must be a team player.
- Ability to work in a fast-paced environment and meet time sensitive deadlines.
- NGO and/or academia relations experience.
- Ability to write and speak in a language other than English, such as Spanish, French, Bahasan or Chinese is highly desirable.

### REQUIRED ORGANIZATIONAL COMPETENCIES

<b>Builds Relationships</b>	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
<b>Collaboration &amp; Teamwork</b>	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
<b>Communicates Authentically</b>	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
<b>Develops Others</b>	Takes ownership to help develop others' skills, behaviors, and mindsets to help them maximize their workplace contributions.
<b>Drives for Results</b>	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
<b>Leverages Difference</b>	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
<b>Systems Leadership</b>	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

*The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of all genders with diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.*