



The voice of fish and wildlife agencies

1100 First Street, NE, Suite 825
Washington, DC 20002
Phone: 202-838-3474
Fax: 202-350-9869
Email: info@fishwildlife.org

POSITION ANNOUNCEMENT

Program Manager for Professional Development

The Association of Fish & Wildlife Agencies offers an excellent suite of benefits including paid vacation, paid sick leave, 100% health care coverage for employees, a 401k plan with up to a 7% employer contribution, dental and vision, the ability to work from home two days a week, short- and long-term disability insurance, life insurance, a supportive culture and a commitment to diversity and inclusion.

Position Location:	Association of Fish and Wildlife Agencies Offices in Washington, D.C. Mandatory three days in office/two work from home.
Salary:	\$75,000 or commensurate with experience.
Reports To:	Director of Leadership Development and Conservation Education
Job Type:	This position is full-time/exempt; funded jointly by a Multi-State Conservation Grant of the Association of Fish and Wildlife Agencies' (AFWA) Management Assistance Team (MAT) and the National Conservation Leadership Institute (NCLI) in Shepherdstown, WV.
AFWA Background:	<p>The Association of Fish and Wildlife Agencies (AFWA), founded in 1902, represents North America's fish and wildlife agencies. It promotes sound management and conservation and speaks with a collective voice on important fish and wildlife issues. The Association is a nonprofit, 501(c)(6) trade association. See www.fishwildlife.org for more information.</p> <p>AFWA provides leadership development programs to its members and conservation partners. These offerings include state focused leadership development products and services, strategic consulting services, and the National Conservation Leadership Institute (NCLI).</p>
Position Summary:	This position is responsible for designing, planning, and implementing professional development opportunities (in-person and virtual). In concert with Director of Leadership and Conservation Education, support relationships with AFWA members and conservation partners to ensure AFWA's professional development products meet the needs of state agencies and conservation organizations.
Duties:	<ul style="list-style-type: none">• Responsible for the recruitment, management, and development of faculty to lead our online and in-person professional development products.



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- Work with AFWA members and conservation partners to develop, coordinate, and implement professional development programs, tools, and services that align with agency goals.
- Responsible for facilitating meetings (board development, strategic planning, team building, etc.) for state agencies and conservation partners.
- Responsible for the design and execution of leadership development products and services.
- Support AFWA's Leadership and Professional Development Committee and assist with resulting work charged by the committee.
- Partner with Director of Leadership and Conservation Education to provide continuous improvement to AFWA's programs including the National Conservation Leadership Institute.
- Manage the online and classroom education programs for general competency development.
- Attend annual and regional events as assigned by the Director of Leadership Development and Conservation Education.
- Other duties may arise.

Qualifications: A degree (advanced degree preferred) in education and/or training delivery, communications, business administration or equivalent work experience, with a minimum of 7-years' total experience including supervisory experience. An understanding of training and professional development standards and requirements is desired along with a working knowledge of leadership development. Must be able to demonstrate the ability to foster and maintain positive working relationships with partners and clients. Working knowledge of non-profit organization operations and state fish and wildlife agency experience is desirable and preference will be given to candidates that meet those qualifications.

The Association provides equal opportunity in all our employment practices. The Association makes employment decisions based on merit, qualifications, abilities, and business needs, without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, marital status, military status or any other category protected by applicable federal, state and local laws.
Ability to travel 15-25%

Application deadline: February 28, 2025

To apply: Send resume and cover letter to Elena Takaki at etakaki@fishwildlife.org, with the subject line: Manager for Professional Development