

Job Description

Latin America Project Manager, Marine Program

Introduction:

WildAid is a growing and dynamic global wildlife conservation non-profit based in San Francisco, California with a mission to inspire and empower the world to protect wildlife and vital habitats from critical threats. WildAid manages a \$12 million annual budget and has received a Four-Star rating from Charity Navigator for over a decade. Since its founding in 1999, WildAid has become a premier conservation organization in driving behavior change through both world-class communications campaigns and capacity building.

WildAid's Marine Program partners with local leaders to design and implement effective enforcement solutions to deter illegal fishing and strengthen the protection of priority marine areas. With a global portfolio of 96 sites spanning 16 countries, the Marine Program aims to expand to 250 sites over the next five years to help protect marine wildlife, ocean habitats, and coastal livelihoods.

As part of our efforts to enhance marine conservation, WildAid's Marine Program is collaborating with a global partner on a project that integrates community-based approaches and promotes gender equality in marine conservation. This initiative aims to improve coastal fisheries compliance and enforcement, ensuring sustainable management of marine resources.

Job Description: WildAid is seeking a dynamic and proactive Project Manager to oversee complex projects across multiple countries in Latin America. This role involves working closely with the Latin America Director and the WildAid team to ensure the successful execution of multi-million dollar projects, achieving desired outcomes within time and budget constraints.

A primary responsibility of the Project Manager will be managing a principal regional project which focuses on integrating community-based and gender-equal approaches into marine conservation and coastal fisheries compliance and enforcement. This position is funded for the duration of the principal regional project (2 years), with possible renewal pending additional funding. The Project Manager will develop and execute the project implementation plan, collaborate with external experts, lead monitoring and evaluation efforts, track deliverables and performance indicators, ensure adherence to contract

stipulations, and prepare detailed technical and financial reports. They will also support consultations and partnerships in the region, aiding the Latin America Director in managing marine conservation initiatives in countries such as Ecuador, Costa Rica, Panama, Colombia, Mexico, and others.

Reporting to the Latin America Director, the Project Manager will also support in the handling of project management, budgeting, programmatic fundraising, and communications across WildAid's projects in Latin America. This role is both strategic and hands-on, evolving with the initiatives being undertaken in the region. **Key**

Responsibilities of the Project Manager, Marine Program:

- **Project Management and Implementation:** Support the planning, execution, and delivery of key marine conservation projects across Latin America, ensuring alignment with WildAid's global strategy and objectives and achievement of project deliverables on time and within budget.
- **Financial Oversight:** Manage project budgets, ensure financial compliance and reporting accuracy to meet internal and donor-driven requirements, and manage funding allocations and expenditures to stay within approved budgets.
- **Monitoring, Evaluation, and Reporting:** Manage the effective monitoring of project outcomes and achievement of impact indicators in order to prepare detailed reports for stakeholders and donors.
- **Fundraising Support:** Assist in preparing funding proposals and reports in coordination with WildAid's Marine HQ and Development teams.
- **Contracts:** Assist in negotiating and overseeing contracts with vendors and consultants as appropriate.
- **Partner relations:** Develop and maintain good working relationships with project partners to help ensure effective implementation and timely reporting of project activities.
- **Inter-team Relations:** Maintain relationships with the Marine HQ, Development (donors and institutional fundraising), finance, and communications teams, and the team of WildAid subsidiary in Ecuador.

Key Competencies & Ideal Profile:

We seek a motivated and detail-oriented professional with a passion for marine conservation, skilled in supporting complex projects and coordinating remote and diverse teams. The ideal candidate will thrive in a role requiring reliability, flexibility, and the ability to articulate ideas confidently while respecting diverse perspectives. A proactive and adaptable approach is essential. Strong organizational skills and the ability to work collaboratively across reporting lines and business units are crucial.

Required Qualifications:

- **Experience:**
 - Minimum of 5 years of project management experience in marine conservation, international development, environmental policy, natural resources law enforcement, or a related field.
 - Experience implementing or conducting the monitoring and evaluation of education, training, communications, or community outreach programs.
 - Experience working in Latin America or the Caribbean.
 - Experience managing or implementing federal grants a plus.
- **Education:** BA/BS or equivalent experience in Conservation Finance, Environmental Management, Nonprofit management, Marine Biology, Environmental Science, or a related field.
- **Skills:**
 - Strong organizational and people management skills, excellent communication and interpersonal abilities.
 - Ability to speak and write with clarity and precision about marine conservation, both persuasively and technically.
 - Proven track record in supporting projects across multiple locations with internationally based and culturally diverse teams.
 - Writing project implementation plans and reports.
 - Knowledgeable about budgeting and financial tracking, with strong spreadsheet skills.

Language:

Professional-level fluency in both Spanish and English is required.

Other Requirements:

Familiarity with natural resources law enforcement, marine protected areas (MPAs) management, and regional environmental policy is appreciated.

In-region experience is a plus.

Travel:

Willingness and ability for occasional travel internationally (approximately 10% of the time).

Compensation:

For US-based applicants: This is a full-time, exempt position. The salary range is between 70,000 and 80,000 USD annually, commensurate with skill, experience, and internal equity. Competitive benefits package includes: Employer-sponsored medical coverage and life/AD&D insurance; 401(k) eligibility with employer Safe Harbor contribution up to a 4% elected deferral; paid holidays; paid sick leave; and accrued paid time off.

For non-US-based applicants: The above stated salary range and benefits apply only to candidates based in the U.S. For applicants based outside of the U.S., pay ranges will be based on the local labor market and may differ from the above salary range. Benefits will also vary depending on location.

Location: Remote; United States or Ecuador.

Work shall be performed primarily during regular business hours, with the need to participate in meetings with international partners at various times outside normal business hours.

How To Apply To apply, please send your resume/CV, and a brief cover letter to jobs@wildaid.org. Applications will be considered on a rolling basis until the role is filled.

The successful applicant must meet the requirements of WildAid's background screening process.

Equal Opportunity Employer

WildAid is committed to being inclusive and is proud to be an equal opportunity employer. We will consider all applications and applicants.