



**Job Description**  
**Marine Program Manager**

WildAid is a growing and dynamic global wildlife conservation non-profit based in San Francisco with a mission to inspire and empower the world to protect wildlife and vital habitats from critical threats. WildAid manages a \$13 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.

Reporting to the Senior Marine Program Director, the Marine Program Manager will manage day-to-day operations of the Marine Program, including fundraising, communications, budgets, projects, and coordination across sites. With the Senior Marine Program Director, the Marine Program Manager will actively contribute to program strategy and team management. The Marine Program Manager may supervise a Program Associate and will liaise closely with members of WildAid's broader team, including colleagues in Development, Finance, and Communications.

**Primary Responsibilities**

**Project Management and Implementation:** Support the planning, execution, and delivery of key marine conservation projects globally, 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.

**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:**

- **Education:**
  - BA/BS or equivalent experience in Conservation Finance, Environmental Management, Nonprofit management, Marine Biology, Environmental Science, or a related field.
- **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 managing projects across diverse geographies and cultures.
  - Experience implementing or conducting the monitoring and evaluation of education, training, communications, or community outreach programs.
- **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 managing projects across multiple locations with internationally based and culturally diverse teams.
  - High quality written communication skills, particularly emphasizing grant proposals, project implementation plans, and project reports.
  - Knowledgeable about budgeting and financial tracking, with strong spreadsheet skills.

**Desirable Qualifications:**

- Experience managing or implementing federal grants a plus.
- Experience in the Indo-Pacific region
- Familiarity with natural resources law enforcement, marine protected areas (MPAs) management, and regional environmental policy is appreciated.

**Language:**

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

**Travel:**

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

**Compensation:**

This is a full-time, exempt position. The salary range is \$66,000-\$100,000 annually commensurate with skill, experience, and internal equity. \$66,000-\$80,000 USD for those with up to 5 years of experience. \$80,000-\$100,000 USD for those with 6-15 years of experience.

Competitive benefits package includes: Employer-sponsored medical, dental, and vision 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.

**Location:**

This position may be performed remotely from a home office within the United States where WildAid has existing registration (CA, NY, NJ, FL, TX, IL, OR, VA, MD, VT or MA).

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](mailto:jobs@wildaid.org). Applications will be considered on a rolling basis until the role is filled.

The successful applicant must be authorized to work in the US and 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.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

WildAid is an E-Verify employer: [Right to Work](#) & [E-Verify Participation](#)

