



## **Employment Opportunity U.S. Administrator for International Nonprofit Ceiba Foundation for Tropical Conservation**

**Location:** Madison, Wisconsin

**Schedule:** Four-day work week, minimum one in-office day per week

**Start Date:** March 1, or as soon as position is filled

**Are you an organized, detail-oriented person seeking a flexible job in an awesome city with a small, international, environmental non-profit?**

### **Job Overview:**

The Ceiba Foundation for Tropical Conservation seeks a **US Administrator** based in Madison, WI to carry out general office administration associated with general operations including compiling monthly accounting; maintaining files and databases, submitting filings, paying bills, and replying to emails and phone calls. A substantial amount of time will involve: coordinating, promoting and supporting study abroad courses and volunteer/internship programs; supporting our overseas conservation programs and staff in project implementation; support fundraising activities through grant scouting, donor management, and event planning; maintaining accounts and partnerships; administer grant-making program and advisory committee; and producing reports. See a list of specific qualifications below!

### **Who Are We?**

The Ceiba Foundation for Tropical Conservation is a U.S. 501(c)(3) nonprofit organization dedicated to protecting threatened tropical ecosystems by strengthening connections between rural communities, landowners, local governments, and sustainable habitat stewardship. Ceiba (pronounced "Say-ba") has multiple ongoing projects in Ecuador, both in the Andes mountains and the central Pacific coast. Programs include habitat conservation through establishment and management of reserves; establishment of a half-million acre Conservation and Sustainable Use Area ("ACUS", in Spanish) in four counties harboring the last remnants of Ecuador's most threatened ecosystem, seasonal coastal forest; promotion of sustainable land-use and land-management practices and bio-entrepreneurship within the ACUS; extensive environmental education programs with schools and universities and community members within the ACUS; and offering world-class study abroad education programs in partnership with the University of Wisconsin. Our U.S. office is in Madison, WI but most of our staff work out of offices in Ecuador.

### **Ceiba's Mission:**

**Connecting tropical nature and sustainable livelihoods through habitat conservation and environmental education**

### **Required Qualifications:**

We are seeking someone who shares our **heartfelt commitment to environmental conservation**, and

who wants to team up with a small nonprofit to help it grow and succeed in achieving conservation and environmental education goals. Applicants must be creative, self-motivated, outgoing, detail-oriented, and organized. Strong written and oral communication skills are required, as is moderate to advanced fluency in Spanish; familiarity with the country of Ecuador is a plus, or conservation and development programs other tropical countries. Applicants must have a demonstrated history of managing time efficiently and working independently and reliably with intermittent supervision.

### **Specific Qualifications (U.S. Administrator):**

Besides the qualities described under Required Qualifications above, we seek a U.S. Administrator with:

- advanced skills in essential productivity software including Word, Excel, Email, Google Drive
- experience with basic accounting tasks and software (Excel, QuickBooks)
- experience editing websites in WordPress or SquareSpace
- ability to manage and organize databases (Excel, Google Sheets)
- excellent oral and written communication skills; able to write professional emails, make phone calls, and be upbeat and enthusiastic when communicating with clients
- prior experience in fundraising a plus, including online fundraising and marketing such as online newsletters, email marketing, and donation campaigns
- prior experience or education in non-profit management a plus
- creativity, attention to detail, independence, and a high level of productivity

### **Hours & Office:**

Ceiba strives for a 4-day work week, with 1-2 days/week in our office in Madison, WI and the other days working remotely, for a total of 35 hours/week. Occasional 5-day work-weeks may occur in case of special events or meetings. However we believe a four-day week can foster a more focused and productive work environment for all staff. Remote work (via zoom, whatsapp, skype) has always played a large role in Ceiba's operations, as nearly all our staff are in Ecuador.

### **Salary & Benefits:**

Salary commensurate with experience. Benefits include 2 weeks paid vacation and 50% contribution to health plan.

### **To Apply:**

Please email a cover letter detailing your most relevant qualifications and your current CV or resumé, along with names, emails, and title/affiliation of 2-3 professional or academic references who can speak to your qualifications for the job to [mail@ceiba.org](mailto:mail@ceiba.org)

### **Questions?**

**Contact: Catherine Woodward, President**

Ceiba Foundation for Tropical Conservation

301 S. Bedford St, Suite 7A

Madison, WI 53703

(608) 230-5550

<http://www.ceiba.org>

[cwoodward@ceiba.org](mailto:cwoodward@ceiba.org)