



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 15, or as soon as position is filled

Who We Are:

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 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-uses, land-management, and bio-entrepreneurship within the ACUS; extensive environmental education programs with schools and universities and community members within the ACUS; and leading 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

Job Description:

The duties of the **US Administrator** include coordinating and promoting study abroad courses and volunteer/internship programming; coordinating overseas conservation programs and supporting overseas staff in project implementation; fundraising including grant writing, donor management, and event planning; coordinating with communications staff in USA and overseas; supervising grant-making program and advisory committee; basic accounting; document organization and database management; and other administrative tasks associated with general office operations and ongoing projects (filing, paying bills, answering phone calls and emails). See a list of specific qualifications below.

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 demonstrated history of managing time efficiently and working independently and reliably with intermittent supervision.

Specific Qualifications:

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
- past 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
- familiarity with social media platforms (Instagram, X, Facebook)
- 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, and a high level of productivity

Hours & Office:

Ceiba is adopting a 4-day work week, with at least one day in our office in Madison, and the other days working remotely, for a total of 35 hours/week. 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 insurance plan.

To Apply:

Please send a cover letter and CV or resume indicating relevant experience, whether you are applying for a full time or part time position, and contact information for 2-3 professional or academic references who can comment on your qualifications for the job to mail@ceiba.org

Contact: Catherine Woodward

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