Position: Program Officer, Captive and Conservation, Great Ape & Gibbon Program (GGP)
Reports to: Joint management by the Director for Conservation and the Director for Captive Apes
FLSA: Full-time
Location: Cambridge, United Kingdom
Start Date: January 2019

POSITION SUMMARY
The Program Officer will work as part of both subprograms of the Great Ape and Gibbon Program (GGP) at the Arcus Foundation, bridging the Captive and the Conservation Programs. The Program Officer will report to both the Director for Conservation and Director for Captive Program, but work as part of the GGP team in a fully integrated manner to implement grantmaking that develops and supports the different strategies toward the conservation of apes in the wild and ensures the respect and wellbeing of apes in captivity. The goals of the Great Ape and Gibbon program are to 1) ensure economic development programs and systems are compatible with ape conservation and sustainable management of ape habitat; 2) ensure an effective and coordinated movement exists for conserving apes in the wild and caring for them in captivity; 3) ensure improved respect for and recognition of the rights and value of apes; and 4) establish the Arcus Foundation as an effective partner and thought leader in these issue areas.

The Program Officer will focus on implementing a range-state captive program that is closely integrated with the conservation program, thereby ensuring an effective continuum between captivity and conservation in landscapes that the foundation has prioritized. To do this, the Program Officer will work under the leadership of both Directors on the design and shaping of the program.

The Program Officer will also work closely with the Director for Conservation to support program-wide monitoring and evaluation, measuring the impact and outcomes of both the grantmaking and operations of the Great Ape & Gibbon Program, and tracking sector-wide indicators. The geographic focus of the M&E is consistent with the geographic focus of the program, currently defined as ape range states (Africa and Southeast Asia) and the United States.

RESPONSIBILITIES
Program Development
The Great Ape and Gibbon Program Officer will:
• Work closely and in an integrated manner with the Directors of both the Captive and Conservation Programs, to ensure support to both programs and assist with the integration of captive range-state work with conservation in priority landscapes;
• Engage in consultation, convening, research, and interaction with a wide range of activists, scholars, funders, academics, policy experts, and institutions to maintain the relationships and networks developed for the program, and to determine key issues and opportunities for the Foundation’s work;
• Research and support the development of strategies, collect existing research and data, build contact databases on organizations, publications, and thought leaders;
• Convene grantees, activists, academics, and others;
• Attend and participate in a wide range of meetings, conferences, and gatherings

Grant Making and Grants Management
The Program Officer will support the Directors of the Captive and Conservation programs
in the management of the Foundation's grantmaking in both conservation and captive well-being. In this capacity, the Program Officer will:

- Meet with potential grant seekers and current grantees to hold meetings on strategic ideas, review proposals, manage the portfolio of grant requests in FLUXX, summarize projects for Board meetings, plan and conduct site visits, review and evaluate grants, oversee past grants, and structure grantee convenings, among other activities;
- Ensure that Foundation grants are achieving intended purposes and are aligned with the Foundation's goals and outcomes;
- Implement the Arcus monitoring strategy and gather data on measures and benchmarks to enable Foundation to assess the impact of its grantmaking in these areas;
- Engage in periodic evaluation of the Foundation's work in these areas to document accomplishments and progress toward outcomes set by the Foundation, and compile regular reports (annual, and “Deep Dive” analytic reports) on performance of grants and evaluation of impact;
- Participate in and be an active member of the Arcus Team to provide input into the Foundation's overall grantmaking processes, guidelines, and systems.

**Monitoring and Evaluation**
The Program Officer will support the Director of Conservation and work with the entire GGP team to implement an effective Monitoring and Evaluation program.

- Conduct research into relevant issues that impact the GGP strategy and approach;
- Ensure the Monitoring and Evaluation of impact, as well as performance on grants, feeds into our learning and guides strategy development

**Leadership and Listening & Learning from the Field**
The Arcus Foundation places significant emphasis on taking the time to listen and apply the learning in its strategies for effective grantmaking. Where appropriate, needed, and with humility, the foundation also leads in certain domains. In order to be an effective partner, and leader in the Field, the Program Officer will:

- Connect the Arcus Foundation with the field of ape conservation and ape welfare practitioners in order to help build relationships among grantees, and ensure the foundation is listening, as well as learning, from its partners;
- Support research, policy analysis, and other projects that deepen the field’s knowledge of conservation and ape welfare issues;
- Engage in speaking, writing, public advocacy, and other leadership strategies to promote the Foundation’s values and goals in this area of work in relevant forums (such as conferences, publications, meetings of allies, presentations to organizations, and leadership gatherings, among others);
- Support the Head of the Program in leveraging additional resources from other donors to support Great Ape and Gibbon strategies and develop creative mechanisms for collaborative grantmaking;

**Other duties:**
The Program Officer is a vital part of the Arcus Foundation staff and is expected to participate in all staff activities. These include, among others:

- Participate in staff meetings, Board meetings as requested, and organizational retreats;
- Provide input into the overall strategy of the Arcus Foundation grantmaking programs;
- Participate in cross-functional working groups to contribute to advancing key
organizational priorities;

- Attend key meetings, conferences, and gatherings of colleagues in the Foundation to represent Arcus;
- Collaborate closely with Arcus Communications, Grants Management, and Impact & Learning staff to ensure effective and integrated programmatic communications, monitoring & evaluation, and grantee relationship management processes.

COMPETENCIES & SKILLS

- Post-graduate degree in a relevant field of expertise (preferably science) required, plus a minimum of 7 years field experience in a conservation or sanctuary program
- Demonstrated leadership, knowledges and expertise in conservation, ape welfare, and/or captive ape issues is essential
- Professional experience with wildlife conservation, international development and/or ape welfare/conservation required. Direct field experience working with the conservation community and with sanctuaries (captive apes) is preferred.
- Experience in and knowledge of the field of philanthropy and grantmaking is desirable.
- Proven experience and track record in program development with the ability to create plans and successful implementation strategies; demonstrated ability to engage in strategic thinking and planning skills; and an ability to identify challenges and opportunities and address them directly.
- Dedication to the Arcus Foundation mission and values.
- Must possess a proactive and self-motivated work style, with close attention to follow-up and detail and ability to manage several projects simultaneously.
- Excellent written and verbal communications skills. Fluent written and spoken French and English is preferred.
- Excellent interpersonal skills, characterized by an ability to effectively work with a broad array of people; a demonstrated ability to work well collaboratively as well as independently; and a sense of humor.
- Must demonstrate high degree of professional integrity (meeting one’s commitments and effective stewardship of foundation resources) and cultural competence (understanding, sensitivity, and respect for cultural differences and the social experiences of diverse communities).
- Must be able to take direction and work collaboratively with a variety of management and work styles.
- Experience working in a global, multi-cultural, multi-location organization preferred, with willingness and ability for extensive international travel.
- Must be eligible to work full-time and based in the Foundation’s Cambridge UK office, without employer sponsorship.

APPLICATION PROCESS

Please visit https://www.arcusfoundation.org/employment to submit a resume and tailored cover letter. Applications will be considered through the Application Deadline of October 29, 2018. We tentatively expect to conduct in-person interviews on November 14-15, 2018.

The Arcus Foundation, as an equal opportunity employer, strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, alienage, citizenship, colour, sex, religion, national origin, age, sexual orientation, height or weight, disability, gender identity, expression, or reassignment, marital status, partnership status, pregnancy, maternity or parental status, military status, domestic
violence victim status, genetic information or predisposing genetic characteristics, prior arrest or conviction record, or any other characteristic protected by law.