

**The Walton Family Foundation
Environment Program Associate
Job Description**

The Walton Family Foundation, based in Bentonville, Arkansas is seeking a skilled individual to join the Environment Program as a Program Associate. The new Associate will be located in the Foundation's Washington D.C. office.

About the Walton Family Foundation

Headquartered in Bentonville, Arkansas, the Walton Family Foundation was founded by Sam M. Walton, founder of Wal-Mart Stores, Inc., and his wife Helen R. Walton. Their purpose in establishing the Foundation was to focus the Family's philanthropic efforts to assure that their charitable giving would have the most positive impact. The Foundation provides grants to nonprofit organizations for systemic K-12 education reform, community development in the Northwest Region of Arkansas and the Mississippi River Delta Region of Arkansas and Mississippi, for marine and freshwater conservation and other areas of special interest. A family-based Board of Trustees provides overall direction for the program areas. A staff/consultant base of approximately thirty conducts the day-to-day operations. More information about the current areas of focus for the Foundation can be found at www.wffhome.com.

Walton Family Belief: "Evaluation, accountability, and measurement will be a high priority. The Foundation will attempt to work with organizations which set clear goals, include measurable objectives and benchmarks, and have strategies based on sound logic connected to their goals.

Responsibilities

The Program Associate will work with other foundation staff, under the supervision of the Environment Program Director, to assist with the management of grants made by the program and with the evaluation of grantee performance and progress under our grants.

Specific duties will include the following:

- Working with the Environment Program Director and foundation staff to produce information useful to the continued development and ongoing execution of the Environment Program Strategic Plan;
- Working with foundation staff to solicit proposals consistent with the Environment Program's Strategic Plan and to review proposals received;
- Working with foundation staff to prepare and process internal grant-related documents, including grant write-ups, grant letters, and grant and budget tracking sheets;
- Working with foundation staff, grantees and others to evaluate progress under Environment Program grants through the review of grant reports, related research, data collection and analyses, and field visits.

- Working with foundation staff on the continued development of systems for grant evaluation
- Assisting individual Board members with charitable programs of special interest related to the environment.
- Representing the Foundation at professional meetings and before the broader conservation community

Qualifications and Experience

The position calls for an understanding of issues related to the conservation of marine and freshwater systems, and familiarity with the use of market-based tools for conservation. The role requires self-direction and decisiveness combined with flexibility and a capacity to give and receive feedback graciously. The Foundation seeks to recruit an individual with superior interpersonal skills, a respectful attitude for the work of grantees, and a demonstrated ability to work effectively as part of a team. The Program Associate should ideally possess the following professional qualifications and personal attributes:

- At least 3 years experience in natural resource management, policy or advocacy, ideally with experience in grant or project management and evaluation.
- Graduate degree in a related field.
- Excellent written and oral communication skills
- Proven skills at organization and time management
- Demonstrated capacity to work in a team as well as independently.
- Intellectual agility and the ability to analyze, think critically, and understand emerging issues that are directly relevant to programmatic funding areas.
- Unquestionable ethics and personal integrity.

Compensation and Benefits

The Foundation offers an excellent benefits package and a competitive salary that is commensurate with experience.

Interested candidates should send a cover letter and a resume to:

Cheryl McFarland
919 18th Street NW

Suite 650
Washington, D.C. 20006

Or by e-mail to: cmcfarland@wffmail.com

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the associate is regularly required to stand, reach with hands and arms, and use hands to finger, handle or feel objects and/or controls. The employee is required to sit, walk, talk and hear; and move/carry files. The associate must occasionally lift and/or move up to 25 lbs.

Specific vision abilities required by this job include close vision, color, and the ability to adjust focus in order to handle extensive data collection, analysis and summary reporting. Computer work will be a part of the daily workflow and process.

Work Environment

The work environment characteristics for this job are typical for this type of job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is reflective of a mid-sized office.

The Walton Family Foundation is an equal opportunity employer.