



Wildlife Justice
Commission

Wildlife Justice Commission

Law enforcement and legal experts fighting transnational organised wildlife crime.

The Wildlife Justice Commission is an innovative, young, mission-driven organisation leveraging the rule of law and the power of investigation to stop the extinction of our planet's wildlife. Our mission is to disrupt and help dismantle the criminal networks profiting from the trafficking of wildlife, timber, and fish. We do this by collecting evidence and turning it into accountability.

The Wildlife Justice Commission has been very successful in its recent start-up years and is growing quickly. To be able to support this worldwide growth, we have a position available for an experienced, enthusiastic, and well-rounded US-based Capacity Building Director.

Capacity Building Director

32 hours per week

Funded term: 6 months

Washington, D.C.

Our Capacity Building Work

To address the threat of illegal wildlife trade and the involvement of organised crime, the Wildlife Justice Commission works closely with law enforcement agencies and governments to improve the capacity of the mandated agencies to address illegal wildlife trade. We do this by providing technical and operational support based on needs assessments and requests from our law enforcement partners. This support may include undercover support, the provision of equipment, or access to systems and platforms.

Position Overview

This position will direct capacity building initiatives within the Wildlife Justice Commission and through external partnerships. The Capacity Building Director will create standard operating procedures for the organisation's capacity building portfolio and will build and maintain scalable systems for executing capacity building projects according to grant requirements, composing materials for capacity building grant applications, and reporting on the progress and outcomes of capacity building projects.

Implementing these systems, the Capacity Building Director will oversee timelines, milestones, and deliverables associated with the Wildlife Justice Commission's capacity building initiatives and training work. The incumbent will also provide coordinating support for the delivery of in-person and online training and capacity building efforts, support effective law enforcement, prosecutor and judiciary engagement, and provide strategic communications on capacity building. The Capacity Building Director will collaboratively manage grants and associated reporting obligations in support of the Wildlife Justice Commission's capacity building portfolio.

The Capacity Building Director's responsibilities will include:





Systems Design:

- Creating standard operating procedures to guide capacity building projects.
- Building and maintaining systems to inform grant applications for capacity building projects, to track and execute capacity building projects according to grant requirements, and to report on the progress and outcomes of capacity building projects.

Capacity Building and Training

- Managing the Wildlife Justice Commission's capacity building team, including contractor oversight, assessment, and renewals.
- Developing and maintaining a roster of law enforcement, legal, and judicial experts capable of delivering training in person and online.
- Directing effective online/network collaboration within the Online Resource Centre for Analysis (ORCA), including tracking the design and delivery of online and in-person engagement activities.
- Coordinating the development and frequent review of training materials for ORCA and encouraging the use of training materials by the learning community.
- Facilitating the mentorship of law enforcement officers, prosecutors, and judicial authorities
- Directing strategic planning and goal setting for the Wildlife Justice Commission's capacity building work.
- Providing other administrative support for the Wildlife Justice Commission's capacity building and training portfolio as necessary.
- Seeking out opportunities for additional capacity building grants and projects.

Project and Event Management

- Managing training logistics and event planning (in-person and online) for law enforcement officers, prosecutors, and judicial authorities participating in Wildlife Justice Commission capacity building programs.
- Tracking capacity building outcomes and goals and delivering clear progress reports.

Stakeholder Engagement

- Coordinating preparation and editing of reports, brochures, presentations, and strategic communications on capacity building for external audiences including partners, donors, etc.
- Preparing regular communications on capacity building for internal Wildlife Justice Commission audiences.

Grant Management

- Participating in grant compliance and reporting for capacity building initiatives, including outcome measurement and the application of grant budgets, and overseeing the complete and timely delivery of grant-funded capacity building projects.
- Maintaining and assembling supporting materials, including expense documentation and records of compliance with institutional and funder policies for internal and donor audiences.
- Developing material to support grant applications for capacity building projects.





Requirements

Knowledge and Skills

- An understanding of the illegal wildlife trade and global capacity building.
- Strong project management and coordination skills.
- Strong attention to detail, especially regarding logistics and administrative tasks.
- Excellent communication, writing, and interpersonal skills.
- Open-minded and adaptable to new approaches and changing priorities.
- Ability to work well independently and collaboratively on simultaneous projects with a wide variety of stakeholders and within a dispersed team that includes both Wildlife Justice Commission staff and external collaborators.
- Cultural competency; interested in and understanding of different cultures.
- Poise and professionalism when representing the Wildlife Justice Commission to stakeholders.
- Excellent spoken and written English (required); additional language fluency is desirable, particularly French and Portuguese.
- Computer proficiency (Microsoft Office, Adobe, Survey Monkey); experience in online learning platforms (Teach:Able, Google Classroom, TalentLMS, etc.) preferred.
- Applicants must be authorized to work in the United States.

Education and Experience

- 7 years of experience in a similar role or a related field, including meaningful experience coordinating complex international training events and supporting curriculum development.
- Previous experience managing contractor teams.
- Previous experience with applications for, management of, and reporting on INL, USAID, EU funded projects.
- Bachelor's and/or master's degree in relevant field (life or social sciences, environmental studies, etc.) preferred.

We offer

- The Wildlife Justice Commission is prepared to offer an attractive compensation package, including a base salary of \$10,000/month as well as health, 401(k), and paid leave benefits. **Please note that this position is currently funded for a six-month term. The Wildlife Justice Commission's capacity to extend this position will be contingent upon the receipt of additional funding for capacity building work.**
- Candidates may initially work remotely, but should be within commuting distance of Washington, D.C.
- An international environment working in English.
- Competitive employment conditions.
- A chance to make a difference!





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Looking to make a difference for wildlife?

Please email your CV and cover letter in English by email only to careers@wildlifejustice.org. Resumes without cover letters will not be considered. Should you have any questions about this position, please email us at this address. Please indicate *Capacity Building Director* in the email subject line.

To support our objectives, the Wildlife Justice Commission employs staff of many nationalities, cultures, languages, and opinions. This international and diverse character is one of the core values of the organization, and we, therefore, seek to sustain and strengthen this diversity, and to ensure equal opportunities as well as an inclusive working environment for our entire workforce.

Applications will be processed on a rolling basis

Please note that only short-listed candidates will be contacted.

