**Special Assistant and Operations Manager**

**Western Energy Project**

The Western Energy Project (WEP) works to protect our treasured landscapes in the American West by ensuring that any development of oil, gas, and oil shale from our federal public lands is done in a responsible manner. We support the preservation of ecologically and culturally important areas, adoption of common-sense protections for our water, air, land, and wildlife, and the safeguarding of opportunities for Americans to enjoy our public lands. WEP works closely with a number of partner organizations as we seek to protect these places that are so integral to the heritage of our country, Western economies and to current and future generations who seek a variety of experiences that only our western public lands can provide.

While the Special Assistant and Operations Manager will be based in DC and will work on a day-to-day basis with the Executive Director of the organization, the position also involves working closely with the rest of our small and talented team (based in DC and in Western states) and a number of partner organizations that share our priorities. The Special Assistant and Operations Manager will have an opportunity to interact with a number of professionals who have been working at the intersection of politics and public lands protection for decades. The ideal candidate would be passionate about protecting our public lands, thrive in a fast-paced environment and enjoy organizing people and processes, and planning events.

The Special Assistant and Operations Manager is a full-time, exempt position and reports to the WEP Executive Director. This position is located in Washington, DC.

Knowledge, Skills and Abilities:

* Ability to perform tasks with a high degree of accuracy and attention to detail, as well as anticipate informational needs as situations and projects develop.
* Independently manage time, handle pressure, and meet deadlines.
* Excellent organizational skills and an ability to work concurrently on multiple projects on a frequent basis.
* Ability to reason logically, take initiative, and creatively resolve issues and evaluate alternatives.
* Experience and high comfort level in an executive environment. Ability to develop and maintain long-standing professional relationships.
* Ability to focus on details of a task or project, as well as its bigger-picture aspects.
* A strong sense of urgency and the ability to re-prioritize quickly and accurately without being thrown off balance – comfortable dealing with the “unexpected.”
* Demonstrated enthusiasm, poise, tact, diplomacy, and professionalism.
* Unwavering ability to maintain confidentiality and handle sensitive information.
* Excellent problem solving and analytical skills, including an ability to grasp complex work and situations.
* Ability to interact with external contacts, as well as staff members, in a professional, courteous, and tactful manner at all times.
* Demonstrate initiative, good judgment, and ability to work with humor and grace under pressure.
* Strong written and oral communication skills that ensures clear communications with all staff as well as outside partners.
* Ability to compose correspondence, documents, letters and memos that are concise, well-structured, and self-edited.
* Comfortable working in a team, as well as independently.

Responsibilities:

* Work directly with the Executive Director to organize and lead a team that is geographically spread out (DC and in Western states). This includes, but is not limited to, organanizing and archiving a number of weekly meetings and agendas.
* Work with the Executive Director to manage her calendar and travel schedules.
* Assist Executive Director on her organizational needs.
* Prepare written products needed for the Executive Director, including, but not limited to, meeting agendas, background documents, spreadsheets, grants and grant tracking sheets, informational emails, draft proposals and grant reports.
* Coordinate all logistics for WEP retreats and other meetings on an ongoing basis.
* Coordinate directly with partner organizations on shared activities.
* Analyze, maintain, and identify opportunities to enhance operating practices, such as record-keeping systems, form control, office space, and performance standards to create new systems.
* Participate in meetings as requested by the team or as desired by the individual.
* Coordinate and oversee many aspects of our grant process, which involves compiling information, ensuring grants are done in a timely fashion, archiving grant documents, and following up with organizations to guarantee they deliver on their commitments.
* Manage WEP’s relationship with our IT contractor and Resources Legacy Fund on all technology issues and serve as the first line of defense for any IT problems encountered by WEP staff.
* Conduct outreach to, and establish relationships with, non-partner organizations and potentially a few Hill offices.
* Gather and maintain records of our organization’s work, including, but not limited to press, grants, grantees, factsheets and research.
* Support the policy, government relations, communications, and other teams both within our organization, and, when appropriate, with partner organizations.
* Be willing to lead special projects, including programmatic work, as needed and depending on interest/background.
* Provide reliable and consistent support before and after general working hours, when needed.
* Regularly exercise good independent judgment and discretion in matters of significance as they relate to WEP activities.
* Make recommendations to WEP Executive Director and regularly assist with important decision-making processes related to WEP efforts.

Other Qualifications:

* B.A./B.S.
* Ability/willingness to travel periodically (mainly to Western states).
* Experience working on a campaign or in Congress preferred.

**Procedure for Candidacy**

WEP is a project of Resources Legacy Fund (RLF). RLF works with philanthropists to conserve land, water, and ocean resources while advancing healthy communities and social equity. RLF is an equal opportunity employer and welcomes applications from all qualified candidates regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

Interested individuals should send a cover letter, resume, and references to:

Jess Maher, WEP Executive Director

[jess@westernenergyproject.org](mailto:jess@westernenergyproject.org)

and

Shara Sparks, WEP Operations Director

[shara@westernenergyproject.org](mailto:shara@westernenergyproject.org)