



## Job Description

### Conservation Programs Manager

**Description:** The Conservation Programs Manager will have a strategic role in developing and executing IGFA's conservation and research programs to fulfill the organization's mission and vision. This position will work closely with the President and Conservation Director on issues related to advocacy, research and fisheries policy development.

**Supervisor:** IGFA Acting President & Conservation Director

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#### **Description of Responsibilities:**

##### ***General***

Management of the IGFA Great Marlin Race (IGMR), a global billfish satellite tagging program **[30%]**

- Act as the primary contact between IGFA and its scientific partners at Stanford University for tag setup, data distribution to other scientists and contract management
- Oversee purchasing of satellite tags, monitoring of tag inventory and their distribution to tagging events around the world
- Assist in deploying satellite tags at international tagging events
- Outreach to international recreational billfish tournaments to identify new tagging locations
- Outreach to tag sponsors and other project participants
- Updating the IGMR component of the IGFA website with new tagging efforts and results
- Draft communications related to the project for IGFA's various media platforms
- Budget development, monitoring and execution

Management of the IGFA Golden Dorado Project, a multidisciplinary project addressing genetics, genomics, human dimensions and management of the South American recreational dorado fishery **[20%]**

- Project contract management with IGFA's scientific partners at the University of Massachusetts
- Assist in the development of the project's execution plan and associated budget
- Draft communications related to the project for IGFA's various media platforms

Advocate for fisheries policies that benefit both recreational anglers and aquatic resources **[15%]**

- Assist in developing policy/position statements for major Regional Fisheries Management Organizations (RFMOs) and other relevant fisheries bodies
- Raise awareness on the need for Everglades restoration for the health of Florida's southern estuaries



- Attend and participate in relevant fisheries panels and scientific meetings

Provide conservation-related content to the IGFA's various media channels **[10%]**

- Monthly content to the online *International Angler*
- Monthly content to the IGFA's social media channels
- Annual content to the yearly *World Record Game Fishes* book

Management of the Forage Fish Coalition, a group of like-minded organizations advocating for enhanced forage fish data collection and management. **[5%]**

- Organize and participate in coalition conference calls/meetings
- Assist in drafting policy documents that promote sustainable management of forage fish
- Manage the Forage Fish Research Program and Research Fellowships

Work with partners at PEW and other recreational organizations to ban the use of drift gill nets in California **[5%]**

- Organize and participate on coalition conference calls/meetings
- Assist in developing written and verbal testimony for Pacific Fishery Management Council meetings
- Mobilize the recreational community to oppose authorization of a longline fishery
- Work with recreational and environmental partners to promote the passage of the Driftnet Modernization and Bycatch Reduction Act

Establish cooperative relationships with academic institutions and other recreational fishing/conservation organizations **[5%]**

- Oversee the development of the IGFA Scientific Advisory Panel

Collaborate with Development Director and other staff to identify and cultivate new donors, grants and other funding opportunities to support the organization **[5%]**

Assist and participate in other miscellaneous events and projects that support the IGFA's mission and vision **[5%]**

### **Educational Requirements:**

- Master of Science degree required, preferably in marine or freshwater science, public policy, or a related field.

### **Experience and Skills:**

- Knowledge and understanding of the international recreational fishing community
- Strategic vision for developing conservation programs in support of the IGFA's mission



- Ability to collect, evaluate and analyze data in logical formats for presentation in reports, documents and other written, audio or visual materials
- Ability to work both independently and collaboratively as part of the IGFA team
- Ability to plan, organize and coordinate work assignments
- Ability to communicate technical information effectively and in a fashion that recreational anglers can understand in verbal and written form
- Ability to interact with IGFA staff and customers in a professional and positive manner
- Knowledge of Microsoft Office applications, including Word, PowerPoint, Excel and Access
- Knowledge of Word Press or other web-related software is a plus
- Ability to develop and maintain a strict processing schedule and meet rapid deadlines.

**Physical Requirements:**

- Based in Dania Beach, Florida
- Some travel may be required

**How to Apply**

Send cover letter, resume, references and related work experience to:

Jill Tapia

Director of Finance and Administration

International Game Fish Association

[jtapia@igfa.org](mailto:jtapia@igfa.org)

*(The above information has been designed to indicate the general nature and level of work performed by associates within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of associates assigned to this job.)*