



## MANAGEMENT FELLOWSHIP FOR CONSERVATION BREEDING

June 20, 2016

The one year fellowship will provide participants with an in-depth and hands-on training experience in the diverse aspects of managing conservation breeding programs as practiced at White Oak. This training program is open to early career professionals who have a strong interest in developing the broad set of skills required to be successful leaders in conservation breeding centers. The successful candidate will have a bachelors or master's degree and at least 3 years paid experience in a zoo or conservation center, with a career goal of moving into management and leadership positions in the field.

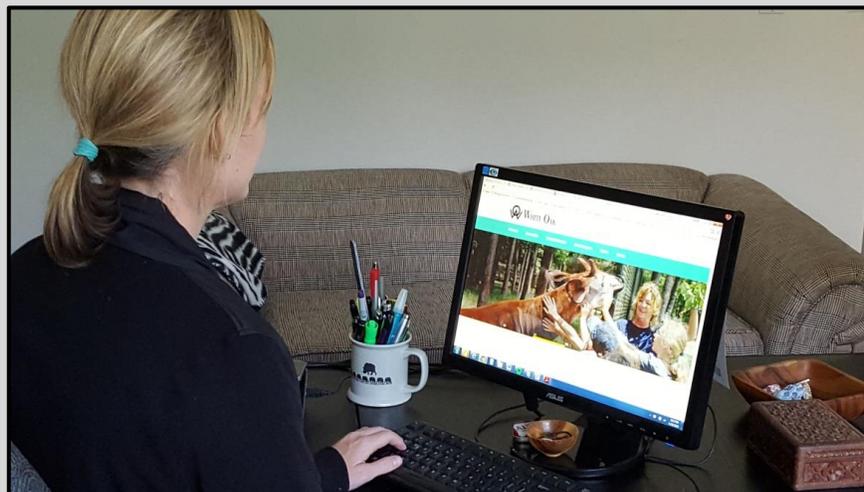


### Outline:

- The fellow will complete self-reflection, goal setting, and skills mapping exercises prior to the start of the fellowship to match the program focus to career goals.
- White Oak and the fellow will create mutually agreed upon learning objectives and plan to provide clear direction and targeted goals for the fellow, and to 'tailor' the program to the participant's career goals (within the scope of the training program).
- White Oak will develop a project 'menu' for the fellow to initiate and complete long-term projects, taking advantage of ongoing White Oak work (AZA certification, institutional collection planning, enclosure construction, operational sustainability, etc.).
- The fellow will be trained and engaged in diverse aspects of center management such as animal husbandry, program management, legal compliance, logistics, field projects, finance, education, research, planning, operational sustainability, etc.
- The fellow will rotate through different White Oak areas (avian, ungulate, carnivore, education, collections management, education).
- Working with the Training Program Coordinator, the fellow will be responsible for management and oversight of internship and volunteer programs as assigned.
- The fellow will create and facilitate learning opportunities for White Oak staff and students.
- White Oak will facilitate a visit to one or more partner organizations for short-term training.
- White Oak will work to provide the fellow appropriate networking and mentoring opportunities, both at White Oak and offsite.
- The fellow will complete assigned online training courses covering general job skills, leadership, and conservation subjects.
- White Oak will develop strong evaluation and feedback mechanisms to ensure the program benefits both the fellow and White Oak.
- White Oak will provide career guidance and mentoring (resume and cover letter review, introductions to partners, etc.)

**Curriculum Details** (curriculum will vary with current White Oak projects and focus):

- **Curatorial and Collection Management:**
  - Record Keeping: record keeping process, animal transport records process, AZA record keeping standards, using ZIMS, legal compliance, permitting, and reporting (USFWS, USDA, FWCC, etc.)
  - Animal Husbandry: (taxon specific) internal animal transport, animal handling, medical procedures, neonatal protocols, bachelor group management, breeding, nutrition, necropsy/carcass disposal, and training
  - Collection Management: ICP, internal breeding management, space/enclosure management, external animal transport, legal compliance, and animal feed acquisition
  - Population Management: SSPs, TAGs, PMPs and other captive management programs, zoo sustainability programs, animal acquisitions, and animal dispositions
  - Safety and Security: institutional procedures and policies, implementation and review of safety drills, and risk management
  - Maintenance and Construction: enclosure design process, construction project management, and work order system
- **Animal Health:** testing protocols, vaccinations, common treatments, common disease, successful communication with animal health staff, and topics and trends in animal health (collection specific)
- **Management:** volunteer and fellow management, internal communications, strategic and work planning, budget management, requisitions and purchasing, leadership, employee evaluations and goal setting, and HR policy
- **Marketing and Communication:** creating and implementing a communications plan, social media strategy, website content development and management, and public relations (including crisis management)
- **Education:**
  - Interpretative Techniques: public speaking, presenting, designing and delivering interpretive programs
  - K-12 Education: designing, delivering, and evaluating K-12 education programs, techniques to engage and educate children in conservation
- **Sustainability:** planning and evaluation, purchasing, building/infrastructure/maintenance
- **Research:** evaluating research projects, presenting results (presentations and publications), IUCAC process, current research topics in area of focus



### **Logistics:**

- The management fellow will be overseen by the Director of Conservation Education
- Housing will be provided by White Oak at the Animal Sciences Building
- A stipend will be provided by White Oak
- The fellowship duration is one year
- The management fellow is expected to assist in coverage of weekends, events, tours, animal care routine, and night watch/feedings as needed.
- The fellow is expected to manage the fellow living space and will be held responsible for cleanliness of common areas, etc.

### **Qualifications:**

Qualified candidates will-

- Have a Bachelor's or Master's degree in zoology, animal science, conservation biology, education or a related field
- Have three or more years of paid experience working in a zoological institution, aquarium, or conservation organization in animal care, animal health, education, conservation, natural resource, sustainability, or other related positions, with at least 25 years in the conservation field ahead of them.
- Be comfortable working with large, exotic animals
- Be proficient in the Microsoft Office Suite and able to learn and apply new technology
- Have excellent verbal and written communication skills
- Be able to rapidly adapt and respond to changes in priorities and focus
- Have a demonstrated history of successful personal leadership and strong potential organizational leadership capacity
- Must be highly motivated and organized
- Have a passion for White Oak's mission, an appreciation for wildlife, and a strong desire to improve conservation
- Ability to work weekends, holidays, and evenings
- Candidates must:
  - submit and pass a Level II background check
  - be at least 18 years old
  - have proof of a valid driver's license
  - have proof of valid health insurance
  - be able to lift 50 lbs. without difficulty, work in adverse weather conditions, and remain on their feet for long periods of time.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

### **How to Apply:**

All candidates will submit in ONE FILE a resume/CV, a list of 3 professional reference's contact information, and an essay on their career aspirations and how this fellowship will help them reach those goals (no more than 1,000 words).

Applications will be accepted on a rolling basis. Only electronic submissions will be accepted (.doc, .docx, or .pdf only).

Please send application materials to [training@white-oak.org](mailto:training@white-oak.org) with the subject line: Conservation Fellowship Application.