



The International Snow Leopard Trust Job Announcement Conservation Alliances Manager

Background

The International Snow Leopard Trust (SLT) is a non-profit organization dedicated to conserving the snow leopard and its high-mountain ecosystems. SLT aims to ethically conserve snow leopards and their high-mountain ecosystems through partnerships with Indigenous peoples & local communities, and through research to improve the understanding of snow leopard behavior, needs, habitats, and threats. The Snow Leopard Trust operates through its Partner Network in snow leopard range countries, including India, the Kyrgyz Republic, Mongolia, Nepal and Pakistan, with additional teams in the United States and Europe. We collaborate with governments and conservationists across all twelve range countries through the intergovernmental initiative, the Global Snow Leopard and Ecosystem Protection Program. Additionally, we advance snow leopard conservation through the Snow Leopard Network while promoting ethical conservation practices globally via the Ethical Conservation Alliance.

Position Purpose

The **Conservation Alliances Manager** is responsible for the coordination, communication, and administrative management of key global conservation alliances hosted by the Snow Leopard Trust (SLT), including the [Ethical Conservation Alliance \(ECA\)](#), the [Snow Leopard Network \(SLN\)](#), and the [Global Snow Leopard Ecosystem Protection Program \(GSLEP\)](#).

This role drives the successful execution of annual work plans, manages program deliverables and grant projects, coordinates meetings and events, significantly enhances digital outreach and engagement for the alliances, and for the Snow Leopard Trust. The ideal candidate is a detail-oriented, tech-savvy professional with a passion for ethical nature conservation. This position will report to the Executive Director and work closely with SLT staff and respective Steering Committee members of the key global conservation alliances SLT hosts.

Focus and Allocation

This role focuses on three core areas, with an approximate time allocation as follows:

- **Ethical Conservation Alliance (ECA) Support:** 40%
- **Snow Leopard Network (SLN) Support:** 40%
- **Snow Leopard Trust:** 20%

Key Responsibilities

Program Coordination & Management (45%)

- **Lead** the development and execution of the annual work plans for ECA and SLN in collaboration with SLT staff and respective Steering Committees.
- **Manage** Alliance-related grants and bursaries programs, including drafting Requests for Proposals (RFPs), overseeing the application review process, and tracking grant recipient progress and deliverables.
- **Coordinate** and provide administrative support for all governance structures, including scheduling, organizing, minuting, and managing follow-up actions for Steering Committee meetings.
- **Liaise** with and support SLT's finance and grants management teams to monitor budgets, manage financial tracking, and ensure timely reporting of deliverables.
- **Document and track** program activities, milestones, and achievements to produce accurate reports for donors, partners, and stakeholders.

Communications & Digital Outreach (35%)

- **Develop and manage** all alliance websites, coordinating with web developers and managing content translation to ensure multilingual accessibility.
- **Lead** digital communications and social media strategy across platforms (Instagram, Facebook, X/Twitter, LinkedIn, and YouTube) for the SLN, ECA, and GSLEP, while supporting communications function of SLT, creating engaging content (posts, videos, graphics) to promote webinars, trainings, and awareness campaigns.
- **Create and disseminate** essential communications, including quarterly newsletters, annual reports, policy briefs, and updates for members, partners, and stakeholders, ensuring accessibility through translation.
- **Plan, coordinate, and host** educational webinars, virtual events, and workshops, managing technical logistics (e.g., Zoom), and analyzing participant feedback.
- **Support** the creation of toolkits, resource materials, and publications, including coordinating with service providers and managing the translation process to enhance global accessibility.

Alliance & Stakeholder Engagement (20%)

- **Serve** as a primary point of contact, maintaining respectful, clear and consistent communication with a diverse range of international stakeholders, partners, and community groups.
- **Support** membership engagement and outreach efforts to strengthen participation and collaboration across snow leopard range countries or worldwide, as appropriate.
- **Coordinate and document** key international events, such as workshops, training, and thematic conference sessions, ensuring comprehensive minutes and follow-up documentation.
- **Maintain** the **Snow Leopard Network bibliography** and manage the administrative duties for SL Reports submissions.



Qualifications, Education & Experience

Required:

- **Bachelor's degree** in communications, Environmental Science, International Relations, or a related field.
- **2+ years of professional experience** in program coordination, project management, or non-profit conservation work, ideally within an international context.
- **Proven ability** to manage complex projects with multiple international stakeholders, demonstrating strong organizational skills and attention to detail.
- **Excellent written and verbal communication skills** with the ability to tailor messaging for diverse global audiences.
- **Experience managing social media platforms** (e.g., Instagram, Facebook, X/Twitter, LinkedIn) and creating engaging digital content.
- **Proficiency** with virtual meeting/webinar platforms (e.g., Zoom, Google Workspace).
- **Proficiency** in graphic design and related software (e.g., Canva, Adobe Creative Suite)
- **Database experience** in areas such as data entry, reporting, and list management.

Preferred:

- Experience coordinating content translation for multilingual accessibility.
- Advanced academic degree.

Supervisory Responsibilities

N/A

Location & Physical Requirements:

This position requires prolonged periods of computer work and occasional travel. The role requires the ability to communicate and exchange information effectively.

- This position is remote, and the work location is preferably based in a snow leopard range country.
- This position will require some **overnight travel** (domestic and international) for meetings and events.
- Participation in **online meetings or work outside of regular business hours** is required to accommodate an international team and partner time zones.
- The ability to work independently and effectively in remote and challenging environments is essential.

Compensation & Benefits:

The compensation package for this position will be competitively set based on work location commensurate with experience and the benefits offered will be customary for the work location approved for this position. Compensation is based on various factors including the labor market, job type, internal equity, and budget. Exact offers are calibrated by work location, individual candidate experience and skills relative to the defined job requirements. For US-based candidates, the hourly wage range for this position is between \$31.00 and \$33.00 an hour. Employees (and their families) are eligible to enroll in SLT's medical, dental & vision plans. Employees are eligible to enroll in SLT's 403(b) retirement plan. SLT supports generous paid time



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off. US-based full-time employees accrue 13.33 hours of vacation and 5.33 hours of sick leave monthly. SLT also supports at least 10 paid holidays per year. SLT offers a flexible weekday schedule based on time zones.

Employment & FLSA Status:

Regular, Full-Time, Hourly, Non-Exempt

HOW TO APPLY

Please submit **both** a resume/cv and cover letter to jobs@snowleopard.org as a PDF document by the deadline to be considered and include "Conservation Alliances Manager" in the subject line of the email submission. The deadline for submitting your application is November 30, 2025. Please do not call regarding this position. Questions regarding this position should be emailed to jobs@snowleopard.org.

Job offer is contingent upon verification of credentials and other information required by the employment process and may include an oral interview(s), skills test and the successful completion of a background check.

Snow Leopard Trust values and celebrates diversity in the workplace and is committed to advancing equity through our work. Cultivating a diverse and inclusive staff is a priority. People of color and others with underrepresented identities (including, but not limited to gender identity, class, socioeconomic status, sexual orientation, age, ability and background) are strongly and sincerely encouraged to apply. Snow Leopard Trust is an equal opportunity employer and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.