



**Title:** Senior Program Officer / Environment  
**Location:** New York, NY  
**Reports to:** Program Director / Environment  
**Status:** Full time – exempt (minimum three days a week in person)  
**How to Apply:** [Click here](#) to apply and submit a résumé and cover letter. The priority application deadline for this position is September 21. Applications will be reviewed on a rolling basis until the position is filled.

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The mission of the Doris Duke Foundation (DDF) is to build a more creative, equitable and sustainable future. We work across three areas: arts & culture, nature and health & well-being. DDF operates five national programs as well as Duke Farms and Shangri La, two centers that serve the public directly. DDF's activities are guided by the will of Doris Duke, who endowed the foundation with financial assets that currently total above \$2 billion. (To learn more about the foundation, visit [dorisduke.org](http://dorisduke.org).)

## **ABOUT THE ENVIRONMENT PROGRAM**

Through the Environment Program, the foundation seeks to ensure a thriving, resilient environment for wildlife and people, and to foster an inclusive, effective conservation movement. Our work aims to propel effective conservation that protects and restores nature, helps address climate change and promotes a more equitable society. We support initiatives that increase the pace and scale of land conservation and stewardship across the United States to protect biodiversity, bolster the resilience of natural areas, advance climate change mitigation and advance equity. In particular, we are focused on two key initiatives: Climate Smart Forests, which aims to catalyze a national effort to conserve, restore and manage forests for conservation and climate outcomes, and Indigenous-led Conservation, which aims to elevate the leadership role that tribes and Indigenous communities play in conservation in the United States.

## **POSITION**

As a key member of the Environment team, the Senior Program Officer (SPO) plays a central role in advancing the foundation's mission and environmental goals. The SPO is responsible for managing the day-to-day operations and administration of the department, ensuring that activities occur according to timeline, with excellence and align with strategic priorities. In partnership with the Program Director—who sets the overall vision and strategy—the SPO collaborates with a cross-functional team to lead the implementation of key initiatives and to deliver on both the strategic and operational goals of the program and DDF priorities.

## **RESPONSIBILITIES**

- Provide end-to-end management of ongoing initiatives, including identifying compelling opportunities, ideas and leaders who will advance foundation strategies, reviewing and assessing proposals for strategic alignment and impact, recommending high-potential grants, working with the Grants Management team to award and administer grants, and monitoring and evaluating grants once awarded.
- Direct and lead the sound operation of the program, including budget management, project

management and resource allocation in alignment with current strategies and goals.

- Supervise the Program Associate and manage engagements with outside consultants and contractors to ensure efficient effort and expense allocation toward strategic priorities.
- Work with the Program Director and other DDF Staff to identify, plan and execute strategic meetings and events led by the Environment Program at DD Center, Duke Farms, Shangri La and other venues.
- Serve as a professional, persuasive and respected primary point of contact for current and potential partners.
- Actively participate as a leader in the field in which the program funds, including developing and sustaining engaged relationships with peer funders and stakeholder networks and providing external thought leadership.
- Working with the Program Director, coordinate networks of DDF staff, grantees, leaders and practitioners to advance programmatic objectives.
- Contribute to the development and effective implementation of influence and marketing opportunities to advance the program's strategic agenda.
- Support and advise the Program Director and other DDF staff in the development of innovative strategies to accomplish DDF's priorities and in the identification of new funding opportunities.
- Participate in DDF's Conservation and Climate Committee and support the implementation of initiatives and projects emerging from the committee.
- Foster DDF-wide learning and sharing on conservation issues.

## **QUALIFICATIONS**

- Demonstrate commitment to and experience with the environment and conservation field.
- A track record of successful end-to-end project management.
- Proven versatility, flexibility and ability to manage multiple projects and several priorities simultaneously.
- Strong organizational skills with excellent attention to detail.
- Demonstrated ability to take initiative and sound decision-making skills.
- Demonstrated ability to strategize, conceptualize, plan and critically analyze grantmaking and other programmatic opportunities.
- Ability to manage and lead teams within the program and across the foundation.
- A track record of working cooperatively and positively with colleagues to drive results.
- Excellent verbal and oral communication and presentation skills.
- Comfort with and interest in using technology to enhance productivity.
- Graduate degree in environmental topics, or equivalent experience in the field.

We recognize that not every candidate will meet every qualification listed. If you are passionate about our mission and believe you have the skills and experience to perform the essential functions of this role, we encourage you to apply.

## COMPENSATION AND BENEFITS

- Anticipated salary range is \$142,400-\$178,000, and the final offer will depend on experience.
- Industry-leading benefits, including a 15% employer contribution to your 401(k), comprehensive health insurance, four weeks of paid vacation with additional paid time off, and matching gift benefits of up to \$20,000 per year—all designed to support employees' well-being, productivity and engagement.

## OUR VALUES

The following values underpin everything we do in pursuit of our mission across the Doris Duke Foundation:

**Integrity:** We must be honest and ethical in all that we undertake. As a private foundation, we are accountable to the many stakeholders affected by our work.

**Excellence:** We will insist on the highest standards of performance in fulfilling our mission, will ground our work in best practices and will make decisions based on the best available information.

**Openness and Imagination:** We will be a listening and learning organization that is responsive to ideas and opinions from a variety of sources. We value imagination and creativity, the ability to think in new ways about the work we do and how we do it.

**Collaboration:** We value a collaborative and supportive environment in which to advance our mission and objectives. Creating a working environment that promotes trust, honesty and respect within our organizations is as important as earning the trust and respect of our colleagues and peers in the fields in which we work.

**Diversity, Equity and Inclusion:** We believe in the essential value that a diverse set of perspectives, experiences and abilities brings to the table. Our commitment to the values of diversity, equity, inclusion and social justice is an ongoing, active engagement reflected in our funding areas, grantees, museums, centers, board and staff. At the core of our work is a dedication to serving and learning from organizations and individuals addressing inequities and working toward a more just, healthy and inclusive society. (*Learn more about our commitment to [diversity, equity and inclusion](#) and how we incorporate this value into our work.*)

*The Doris Duke Foundation is committed to inclusive hiring and equal employment opportunity. We strongly encourage candidates of all identities, experiences, orientations and communities to apply. Our recruiting and employment practices adhere to all applicable federal, state and local laws, including the Americans with Disabilities Act. We provide reasonable accommodations for persons with disabilities. If a reasonable accommodation in the job application process is needed, please contact us [here](#).*