



2025 National Wildlife Federation Graduate Student Research Fellowship Request for Applications

Topic: Project Management Research Fellowship

Location: Remote, any U.S. location

Background: In 2024, a cohort of National Wildlife Federation Education & Engagement (E&E) Department project managers were identified based on interest and skillset to receive Project Management Institute (PMI) Project Management Professionals (PMP) training and certification. Based on the information gained in this experience, this cohort has created a Project Management Office (PMO) group to study and institutionalize the best practices learned from this training and the department's existing expertise.

The mission of the E&E PMO is to support the management of projects and programs through the creation of guidelines, methodologies, and tools and the development of project management competencies in E&E staff. The PMO will be proactive in identifying opportunities to share experience, knowledge, and innovation throughout the department, as well as across the organization.

Also in 2024, NWF embarked on our new strategic plan, "Meeting the Moment: Ensuring Wildlife, People, & Ecosystems Thrive FY2024-FY2030" through which we reassessed and defined essential strategies for our work in three critical areas: Wildlife Recovery and Habitat Restoration, Climate Solutions and Clean Energy, Environmental Justice and Community Resilience.

Goals of Fellowship: In collaboration with the E&E PMO working group, the Project Management Research Fellow will support the research and development of the PMO by conducting research and analyzing collected data to further the goals of the working group.

As we work to realize and align with our strategic plan, our Education and Engagement team is in a transitional period which provides great opportunity for innovation and creativity, specifically as it relates to the development of the PMO and the work of this Fellowship.

The specific goals and deliverables of the Fellowship will be determined based on the interest and strengths of the Fellow, as expressed in their Fellowship application. Fellowship applications should address one or more of the following goals:

Research Goals:

- *Focus Group Research:* Conduct research through staff surveys, interviews and focus groups to help the PMO best meet the needs of the E&E department and develop best practice recommendations.

- *Meeting innovation and hygiene*: Research best practices in meeting structure as a means to create meetings that best serve the needs of program staff and project management goals.
- *Business Case/Cost-Benefit Analysis*: Research the costs and benefits of implementing various elements of the PMO.

Qualifications:

- General knowledge of Project Management practices/methodology
- Applicable experience working in a professional setting outside of academia
- Ability to gather and interpret relevant data and report findings
- Strong written and oral communication skills
- Strong organizational skills and attention to detail
- An entrepreneurial spirit, initiative and energy
- Desire and ability to utilize innovation and creativity
- The ability to use initiative and work autonomously in addition to team working skills

Fellowship Program Requirements:

- Participate in a Fellowship kick-off call - date TBD.
- Create project plan for a 4-6 month Fellowship term based on agreed upon Fellowship goal.
- Participate in periodic phone check-ins with NWF staff and Fellow cohort about project status and responsibilities.
- Submit biweekly project updates throughout the Fellowship detailing the progress you have made and plans for the duration of your Fellowship.
- Assist the EcoLeaders team with additional duties as assigned.
- Develop a summary report of findings and programmatic recommendations

NWF Values:

Your actions are expected to reflect the staff values of the National Wildlife Federation: collaboration, mindfulness, empowerment, inclusivity, and mission focus. Your competencies should include:

- Being motivated by values of equity and responsibility to all individuals.
- Consistently bringing a high level of empathy and social skills to work and interpersonal interactions.
- Actively seeks feedback, direction, and guidance from all team members and keeps staff informed of decisions that impact them.
- Passion for and commitment to NWF's mission of uniting all Americans to ensure wildlife and people thrive in a rapidly changing world.

Applicants are invited to learn more about National Wildlife Federation's required equity competencies at <https://www.nwf.org/About-Us/Careers>.

Perks and Privileges:

- \$5,000 stipend
- Professional development resources, assistance, and networking

- Possibility of academic credit for successful completion of the project, as an independent study or integration of fellowship project into course curricula

Eligibility: Graduate students from any college or university within the U.S. are eligible to apply and if awarded the Fellow must submit a W-9 and provide proof of valid work authorization to receive stipend payment. Applications are invited from students in all disciplines and are not limited to environmental studies majors. Current and former employees of National Wildlife Federation and former NWF Campus Ecology Fellows are ineligible to apply. Former NWF interns are eligible to apply following one year from their final work date. The name on the application must be limited to **one individual** and the Fellowship reporting, training, or other requirements cannot be transferred to or shared with another student. Additional involvement should be noted in the proposal. The applicant must be enrolled in school through the duration of the 4-month grant period.

Grant Terms:

The Fellowship is for a term of 4-6 months, depending on Fellow's schedule. The fellow will begin in May of 2025, with the specific date TBD. Fellows spend various amounts of time on their projects each week. The average amount of time spent is 10 hours weekly or 40 hours monthly. The time invested by the Fellow is typically considerable, but it is also flexible to account for schoolwork and other commitments and the working style of each Fellow. Fellows will receive a stipend for their work. Any Fellowship-related expenses accrued during the Fellowship period should be covered by the stipend.

Payments are dispersed in two installments: First installment of grant awards are made within two weeks of awarding the fellowship and finalizing fellowship agreement. The second installment will be made by August 31, 2025. Grant funds may be distributed to the student directly (with submission of a W-9) or to an Administrative Office on campus (e.g. Research, Grants and Contracts Office, Financial Aid Office, Campus Sustainability Office) to the attention of the appropriate administrator. Grant funds may be taxable; consult your tax advisor for U.S. Internal Revenue Service reporting requirements.

How to Apply:

1. Carefully review the information provided in this document.
2. Complete and submit the application form for the 2025 NWF EcoLeader Graduate Student Fellowship: <https://forms.gle/mMGiMg5TEWDZ2a6B8>
3. Submit an electronic letter of recommendation from your identified Advisor via PDF attachment to Fellows@nwf.org. Please make sure your name is in the subject line of the email.

All applicants must identify and work with an Advisor for the duration of the grant period. An advisor is a member of the staff, faculty, or administration on your campus who is willing to serve in an advisory capacity for the duration of the grant period. The advisor should be from the department on campus this is most closely related to your fellowship and can validate that the project is one that is supported by the department and/or campus.

Please secure an electronic copy of a letter of recommendation from the Advisor explaining the qualifications of the applicant and his or her role in advising the student and submit the letter as a PDF attachment via email to Fellows@nwf.org with the applicant's name in the subject line.

The deadline to submit applications is April 20, 2025 by midnight ET.

Applications are reviewed by a committee to determine which meet the selection criteria. All applicants will be notified of their status within one month of their application deadline.

Applications will be evaluated based on the following:

- Demonstrated interest in and experience working within or with diverse constituencies
- Demonstrated knowledge of and/or skillset in project management methodology
- Strong communication skills of applicant to build diverse constituency
- Initiative to overcome barriers and seek alternative avenues when necessary
- Proactive research and outreach to ensure project will successfully achieve stated goals
- Commitment to advancing environmental initiatives on academic, personal, and professional levels
- Desire to remain an active member in NWF after the conclusion of the Fellowship