



## **Position Description – Project Manager December 13, 2022**

### **Position Summary:**

The Project Manager will assist the Executive Director and Board of Directors in achieving the organization’s goals and working toward implementation of the Council’s strategic plan. The position will expand TRWC’s portfolio of conservation efforts by way of landowner and public outreach (20%), conservation planning (10%), partner engagement (20%), project management and oversight (35%), and program development (15%). This position requires the ability to manage several projects and initiatives at one time, as well as skill at developing new projects and co-writing grants under the direction of the Executive Director. The Project Manager reports to the Executive Director and will work closely with the Council’s Restoration Committee and other Committees as assigned.

The Project Manager must have a commitment to a collaborative, partnership-based environment and the ability to bring people together to solve conservation challenges. Knowledge of watershed councils and local, state, and federal natural resource agencies is highly desired. The Project Manager will be able to work independently and as a team member within a small nonprofit organization and have excellent interpersonal skills, excellent verbal and written communication skills and effective time management. The ability to prioritize and manage multiple projects/deadlines is key to success in this position. The Project Manager should have a working knowledge of watershed management, conservation planning, restoration, and monitoring.

The Project Manager will facilitate project-specific stakeholder coordination meetings, provide review of conservation project and assist partner organizations in prioritizing and acquiring funding for conservation projects. This facilitation involves outreach to landowners, assisting with the development of grant proposals, managing budgets, providing oversight of contractors, obtaining, and reviewing completion and monitoring reports.

### **Essential Duties & Responsibilities:**

- Provide oversight and management of a broad range of restoration and programmatic projects.
- Supervise contractors.
- Ability to manage complex projects with a variety of partners and to meet deadlines is essential.
- Support the Executive Director in the writing of project proposals, and grants.
- Conduct outreach efforts to identify and develop potential projects.
- Coordinate and facilitate project- specific stakeholder meetings.
- Participate in internal council committees.
- Participate in partner meetings as needed.
- Participate in TRWC Board and Steering Committee meetings and provide project updates and recommendations.
- Prepare technical reports on monitoring results and annual progress reports.

- Assist with education and outreach events.
- Occasionally manage interns, students, and/or volunteers.
- Manage and create content for Council social media/digital communication.
- Build and maintain relationships with private stakeholders, community partners, and public agency representatives.
- Knowledge and appreciation of the people, values, and current conservation issues of agricultural and forested landscapes and associated habitats.

**Preferred Qualifications:**

- Three years of work experience in natural resources.
- Excellent written and verbal communications skills to use with a wide range of individuals (e.g. other staff, conservation partners, urban and rural private landowners, and volunteers).
- Understanding of and passion for Diversity, Equity, Inclusion and Justice principles.
- Highly preferred working knowledge of ArcGIS online, ArcMap or ArcPro and GPS.
- Demonstrated experience with grant writing, writing reports, and writing for a non-science audience.
- Strong project management skills, including but not limited to setting and implementing effective goals and objectives, problem-solving, time management, contract and grant management, creating and maintaining collaborations with other organizations, and developing public awareness activities.
- Knowledge of the riverine ecosystem, watershed health, and principals of watershed management.
- Experience facilitating meetings with partners and resolving conflicts.
- Ability to work efficiently with limited supervision.

**Required Skills:**

- A valid Oregon driver’s license is required.
- A flexible schedule is required for attending evening meetings, weekend events and occasional overnight travel to conferences.
- Working knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) required.

**Education/Experience:** A Bachelor’s degree in fisheries, natural resources, biology, hydrology, geomorphology or similar degree, and three years of work experience that closely resembles the duties and responsibilities of this position. An advanced degree or study may be considered equivalent to work experience.

**Job Conditions/Physical Effort:** Work will be approximately 70% office and meetings, 30% fieldwork and travel. The position requires some physical effort or manual labor such as lifting, carrying (up to 50 pounds), or constant movement while carrying or wearing tools for long distances, walking on uneven terrain, steep slopes in riparian (streambeds and banks) and upland forest environment, as well as agriculture fields and road rights-of-way. Job conditions outside of the office are occasionally uncomfortable relative to noise, temperature, and dirty conditions. A hybrid home/office work schedule may be established in consultation and close coordination with the Executive Director.

**Supervisory Responsibility:** The Project Manager is not responsible for any supervisory functions or responsibilities but may occasionally be asked to manage interns, students, or volunteers.

**Salary and Benefits:** This position is full time at \$52,000 - \$62,000 per year plus benefits. Benefits include health and dental insurance, Simple IRA retirement plan with 3% employer match, 6.2 hour per month sick time, 10 hours per month vacation, and 10 paid holidays.

**To Apply:** Please submit via email by January 10, 2023:

- A cover letter describing your experience and abilities pertinent to the qualifications of this position.
- A resume outlining your professional experience.
- Three professional references.

Applicants should email the required materials to [trwc@trwc.org](mailto:trwc@trwc.org) with the subject line Project Manager Position. Please do not call or email in advance of the application deadline.