Job Title: Conservation Project Manager

Location: Sacramento, CA

Position Type: Full-time

Expected Start Date: February/March 2020

Overview: The Freshwater Trust, a Pacific Northwest-headquartered non-profit leader in quantified conservation, is seeking an experienced professional to manage conservation programs in California. This full time position will work as part of The Freshwater Trust’s California team, but will coordinate closely with technical support staff in Portland, OR. The Freshwater Trust is currently focused on northern California projects, where we apply the principles of quantified conservation through contracting with municipal, governmental, and non-profit entities for regulatory compliance and watershed conservation. These programs are a key part of achieving The Freshwater Trust’s mission to increase the pace and scale of watershed conservation, and to ensure a future where clean, abundant freshwater resources support our environment, economy and society.

The Conservation Project Manager will be responsible for the management of existing complex projects in northern California and will be in frequent contact with the technical team in Portland. This position will interact directly with partners and stakeholders and will have direct oversight of deliverables, timelines and budget. The Conservation Project Manager will also support business development efforts that help forward strategic objectives, including occasional outreach to regulatory and conservation interests, grant support, development of work scopes, and other duties as assigned.

Position Responsibilities:

- Achieve a comprehensive understanding of The Freshwater Trust’s existing conservation program goals, systems, and tools
- Oversee all aspects of assigned projects, including but not limited to: staff delegation of tasks; tracking of progress; timeline management; technical review; deliverable management; partner communications; scope development, subcontractor oversight, risk management, and client relationship management and meetings
- Closely collaborate with both The Freshwater Trust’s technical teams, based in Portland, and California-based outreach teams to meet project scope requirements
- Work with clients and partners to continue project development and secure future contracts
- Cultivate relationships and maintain regular communication with all project partners and stakeholders
- Contribute to organizational vision and strategy based on California policy and environment
- Travel required for this position approximately 20%; primarily local, often in remote areas.
Desired Skills and Qualifications:

Qualities:

- Relational & collaborative: excel in building trust and finding common understanding between diverse stakeholders, and working with others to achieve multiple benefits
- Highly responsible with a strong sense of ethics; trustworthy, dependable, and passionate about the mission of The Freshwater Trust to ‘protect and restore freshwater ecosystems’
- Enjoys working with technical teams and finds joy in an organized spreadsheet

Skills:

- Ability to work in a technical space through report review and quality assurance
- Ability to provide recommendations to inform decision-making using critical thinking and risk management skills
- Strong people- and time-management skills with ability to be flexible and responsive to changing priorities
- Exceptional communicator (written and verbal): able to distill complex scientific or policy concepts and present them concisely to broad audiences
- Skilled facilitator and mediator; able to foster dialogue among diverse stakeholders, summarize important points and build consensus by identifying common goals
- Ability to quickly learn and adapt to new tools

Qualifications:

- Bachelor’s degree in natural sciences, natural resource management or policy, water resources or related field, master’s degree a plus
- 5 years’ experience with project management, including direct staff supervision, project set-up and scope development, and budget oversight
- Strong working knowledge of water quantity, quality, agricultural BMPs and conservation actions
- Familiarity with northern California watersheds
- Capacity to proactively juggle multiple tasks and competing priorities within a high-energy environment

Other Position Requirements:

- Candidates must have legal authority to work permanently in the U.S. and a valid driver’s license

Compensation:

- Competitive salary based on experience
- Generous benefits package, including full health coverage, paid time off (PTO), and retirement

Application Instructions:

Supply the following three items in a single PDF: cover letter; resume; and 3 references at:
https://app.smartsheet.com/b/form/f77d2a8eafdc43a8a8a564e3024db58080

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