

**Application Deadline:** Position Open Until Filled

## **Job Title: Senior Conservation Project Manager**

**Location:** Sacramento, CA

**Position Type:** Full-time

**Expected Start Date:** June 2020

**Overview:** The Freshwater Trust (TFT), a Pacific Northwest-headquartered non-profit leader in quantified conservation, is seeking an experienced professional to manage large-scale conservation projects in California. This full-time position will work as part of TFT's California team, but will coordinate closely with technical support staff in Portland, OR. TFT 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 TFT'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 Senior Conservation Project Manager will be responsible for the management of existing complex multi-benefit projects in northern California and will be in frequent contact with the technical team in Portland and Boise. This position will interact directly with partners and stakeholders and will have direct oversight of deliverables, timelines and budget. The Senior 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 TFT's existing program goals, systems, and tools
- Inform decision making with extensive knowledge of California water policy and freshwater ecosystems, including groundwater
- 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; budget tracking and management; and, client relationship management and meetings
- Closely collaborate with both TFT's technical teams and outreach teams to meet scope requirements
- Work with team members, clients, and partners to work on project and program development, and secure future grants and 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. Occasional outreach and coordination work in evenings and sometimes weekends.

**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
- Commitment to effective project management and tracking scopes, schedules and budget
- Quick learner with the ability to adapt to new processes and contexts
- Highly responsible with a strong sense of ethics; trustworthy, dependable, and passionate about the mission of TFT to 'protect and restore freshwater ecosystems'

*Skills:*

- Exceptional communicator (written/verbal), facilitator and mediator; able to distill complex scientific or policy concepts and present them to broad audiences and foster dialogue among diverse stakeholders
- Strong people- and time-management skills with ability to be flexible and responsive to changing priorities
- Ability to set realistic goals and identify the appropriate resources and tools to achieve them
- Capacity to proactively juggle multiple tasks and competing priorities within a high-energy environment
- Ability to provide recommendations to inform decision-making using critical thinking and risk management skills

*Qualifications:*

- Bachelor's degree in natural sciences, natural resource management or policy, water resources or related field, master's degree a plus
- 10+ years' experience with project management, including direct staff supervision, client management, project set-up and scope development, and budget oversight
- Strong working knowledge of freshwater ecosystems, including groundwater, water quality, agricultural BMPs and conservation actions
- A track record of managing and completing complex multi-million-dollar programs
- Familiarity with northern California watersheds and water politics

**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 health insurance, 5 wks 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/f28a52c298b84c4f85ea0322b4e2920d>

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