

**Application Deadline: March 29, 2024****Job Title:** Senior Implementation Specialist**Location:** Sacramento, CA**Position Type:** Full-time**Expected Start Date:** Spring 2024

The Freshwater Trust (TFT) is a non-profit leader in watershed analysis, restoration/conservation program design, and implementation. Our team members are building tools and creating and testing new solutions that help to create resiliency in our rivers. With a mission of preserving and restoring freshwater ecosystems, our approach is driven by science, data and results (see our [Core Values](#)).

With headquarters in Portland, OR, TFT employs ~50 team members across Oregon, Idaho, Washington and California. We currently have three physical offices in Portland, Ashland, OR and Sacramento, CA. Our team members range in background and skillset; teams include a philanthropy and fundraising team, communications team, science and analytics team, restoration team, legal team, finance team, and administrative and systems support.

**Position Description:**

This role is focused on leading work associated with contractor management as part of a large-scale ecosystem enhancement program in agricultural, riparian, and wetland environments in and around the lower Cosumnes River. This exciting effort is associated with in-lieu groundwater aquifer recharge that will benefit both the agricultural community and groundwater-dependent ecosystems. On a project level, this position will report to a project manager and will otherwise be supervised by the CA Programs Director.

We are seeking a highly organized and ambitious individual with a background and interest in riparian and aquatic habitat improvement project implementation and stewardship. Possessing a high level of curiosity and eagerness, as well as deep experience in contractor management, you will have the ability to work with individuals and stakeholder groups with a wide range of political perspectives, economic interests, and ideas about natural resource management. Working with TFT staff, private landowners, public land managers and others, the successful candidate will have excellent communication and collaboration skills. The Senior Implementation Specialist will work both independently and collaboratively across partner organizations to translate habitat improvement plans into actionable implementation steps.

**Position Responsibilities:**

- Work in a contract management role to draft, execute, and manage entire contract lifecycles.
- Collaborate with internal staff on the creation of a contract management system. Use the system to develop and maintain detailed project and task schedules, develop cost estimates, identify specific deliverables, and identify delivery risks.
- Directly interface with client's Contract and Procurement Office.
- Support contractor bid package development, ensuring that draft contracts and associated documents are in compliance with company-wide policy, industry best standards, and state and federal laws.
- Partake in the review, analysis, award and/or renewal, and termination/close out of contracts.
- Ensure that all parties adhere to the policies, regulations, scopes of work, budgets, and timelines agreed upon in each contract.

- Supervise contractor performance and provide resolution efforts whenever deviations from scope, schedule, or budget arise. Take corrective action when warranted to ensure successful completion of contracted projects.
- Identify areas of process improvement and engage in developing and implementing field- and program-level solutions.
- Track and maintain individual project compliance, and coordinate on overall program compliance objectives.
- Understand and be able to support staff and contractors in irrigation (flood and drip) management under field conditions.
- Represent TFT as liaison to landowners, partners, contractors, and interagency groups. Cultivate relationships and maintain regular communication with project partners and stakeholders.
- Support internal staff in tracking project evaluation, implementation, stewardship, and monitoring tasks.
- Work with Scientists and Analysts to interpret and record data, conduct analyses, compare findings to relevant studies and local, state, and federal regulations to ensure compliance.
- Prepare written reports on contractual project successes with details on work plan status and identify and resolve risks and bottlenecks as they occur. Other written reports may include technical memoranda and analysis of data with and development of supported conclusions.
- As projects get underway, supervise and mentor staff over time.
- Prioritize safety for staff and contractors in all aspects of delivery.

**Desired Skills and Qualifications:***Qualities:*

- Highly organized and able to learn, use and improve internal tracking and coordination tools and processes.
- Ability to work safely as part of a team in rural and remote areas.
- Commitment to effective contractual project management and tracking scopes, schedules, and budget.
- Quick learner and problem solver with the ability to adapt to new processes and contexts.
- Relational & collaborative:
  - Excels in building trust and working with others to achieve multiple benefits.
  - Ability to form and maintain strong cross departmental and cross disciplinary relationships.

*Skills:*

- Excellent communicator (written/verbal), facilitator and manager.
- Able to make or support field repairs of basic water delivery and irrigation equipment under challenging weather conditions, including heat, cold, and rain.
- Able to translate information between diverse individuals or interests with varying backgrounds and work directly with those individuals to recruit new projects and reinforce relationships on existing projects.
- Able to summarize and synthesize project, program and personnel needs and priorities while also building understanding, buy-in and alignment of team members.
- Strong people- and time-management skills with ability to be flexible and responsive to changing priorities.
- Thrives proactively juggling multiple tasks and competing priorities within a high-energy, fast-paced environment.
- Ability to evaluate details in bigger-picture context of organization priorities.
- Problem-solving mindset.

**Qualifications:**

- Degree in natural resource management or policy, water resources, natural sciences or related field.
- Experience working with contracts, preferably landowner contracts.
- 10 years professional experience working on a mitigation or restoration program, implementing and stewarding restoration projects, or experience in a related field managing multiple timelines, land management projects and tasks with external partners.
- Deep knowledge of contract management best practices and procedures.
- On-the-ground experience working with landowners and conducting habitat improvement or restoration revegetation implementation.
- Working knowledge of freshwater ecosystems, including water quantity and quality, agricultural irrigation practices, construction BMPs, and habitat conservation actions.
- Strong experience and understanding of water management challenges, policies and politics in California.

**Seeking Perseverant, Creative and Energetic Candidates Who:**

- Have a passion for the mission and values of The Freshwater Trust.
- Exhibit professionalism, confidence, intellectual curiosity, and resilience.
- Possess a valid and clean driver's license.
- Hold legal authority to work permanently in the US.

**Working Conditions and Physical Demands**

This position involves a mix of indoor office and outdoor work. Office work includes long periods of computer use sitting at a desk or standing at a table. Outdoor work includes use of a motor vehicle, and may require walking long distances across sloped, uneven terrain. Landscapes include agricultural fields, slopes, and wetlands near rivers and streams. Sites may have dense vegetation and areas with steep, slippery, muddy, or otherwise hazardous terrain. Appropriate footwear and attire shall be worn for these occasions. The Senior Implementation Specialist must carry equipment and supplies, and be able to lift up to 50 lbs.

**Compensation:**

- Competitive salary based on experience.
- The Freshwater Trust believes in investing in our employees, their health, and future through our benefits offerings. Our total rewards package includes full health and dental coverage, automatic retirement employer contributions, commuter benefits and cell phone reimbursement. Because we are all in, we value getting out, and support our staff with 5 weeks of paid time off plus over 10 paid holidays per year. We also offer perks such as staff retreats, sabbatical for full-time staff after seven years, and professional development opportunities.

**Application Instructions:**

- Supply a Cover Letter, Resume, and a list of 3 references into a single PDF not to exceed 5MB
- Submit required information and documentation [here](#).

*Interested candidates from historically underrepresented communities are strongly encouraged to apply. The Freshwater Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations. ADA accommodations will be provided upon request.*