



## **Habitat Programs Manager**

*Permanent Full Time (36 hours per week)*

*\$80,000 - \$95,000, DOQ*

*Competitive benefits package*

**Priority Application Deadline February 3, 2025**

**Position open until filled**

**Thurston Conservation District seeks an organized leader to collaboratively support the habitat technical staff in implementing projects, securing funding, and increasing the effectiveness of our partnership with community members for the restoration of local natural resources.**

### **POSITION DESCRIPTION**

This position supports Habitat Programs at the district in a team-focused role that prioritizes 1) coordinating, mentoring, and training habitat team members, their projects and workloads; 2) managing multiple concurrent grants, budgets, projects, and deadlines; 3) coordinating TCD responses to requests for assistance, habitat cost-share projects, project implementation, and complex, diverse habitat technical assistance scenarios; 4) collaborating closely with the Conservation Program Manager to develop and lead habitat grant and program development. This position also collaborates regularly with other Thurston CD Program Managers to maintain a vibrant, effective, and passionate habitat team and Conservation District.

Work will be focused in three key and knowledge and skills related to these areas of work are essential:

#### **1) Habitat Team Coordination**

- Primary support for the habitat team; provides calm leadership through coordinating, training, mentoring, and supervising members of the habitat team; helps team manage workloads, problem-solve, and meet project timelines and deliverables. Coordinates hiring process for habitat team members.
- Manages habitat technical assistance (TA) requests, prioritizes responses, handles assignments to team members; ensures team members provide appropriate, high quality technical assistance services to the community.
- Works closely with Conservation Program Manager to assign projects, programs, and tasks to team members to maintain team funding pathways, professional development, and completion of project deliverables.
- Oversees team members leading habitat projects, including but not limited to cost-share programs and projects funded through the Salmon Recovery Funding Board, Aquatic Species Restoration Plan, Conservation Reserve Enhancement Program, general TA and other projects sponsored by or assigned to team members.
- Actively supports professional development of team members through work oversight, seeking training funds, and identifying opportunities for ongoing professional development.

#### **2) Habitat Programs Management**

- Manages complex grants and projects, including but not limited to project development and grant writing; grant contracting; coordination with funding agencies; budget development; ongoing budget management; project team management; data collection and tracking of progress toward deliverables; staffing allocations to various projects; timely implementation of grant objectives, reporting internally and externally.
- Leads and oversees procurement processes for habitat projects, including RFPs, RFQs, quote solicitations etc.; implements processes consistent with District policies; responsible for record keeping, documentation, contract management, and related tasks in the District's shared file system.
- Contributes regularly (in lead and support roles) to refining and improving habitat TA processes, tools, and

resources.

- Develops and implements tracking and program management tools to support the technical team, Conservation Program Manager, and TCD.
- Reports promptly and accurately regarding budgets, staffing questions, project/program progress. Provides forecasting data and supports multi-year funding and project planning processes for the habitat team.
- Identifies, develops, manages, and implements habitat projects and programs with the Habitat Team and Conservation Program Manager. Manages existing programs and helps develop new opportunities to meet emerging needs in the community.
- Establishes relationships and partnerships within the community by participating in technical assistance work groups, advisory committees, and project development committees
- Represents the district in meetings and work groups as needed; provides analysis of ordinances and laws, presents on tours, and coordinates with TCD management on complex habitat topics.
- Communicates regularly and promptly with the Conservation Program Manager regarding team member progress on grant projects, staff plans, budgets, hours allocations, and related program topics, to meet Habitat Program needs and budgets.

### 3) Technical Assistance Support

- Identifies and guides implementation of appropriate conservation practices that meet the needs of cooperators and address natural resource concerns.
- Develops and directly oversees implementation of a limited number of habitat cost-share projects and programs, as capacity allows.
- Manages referrals from outside agencies and oversees team members working on referral cases.
- Provides expertise, training, and technical assistance in habitat management.
- Oversees complex technical assistance.
- Works closely with engineer when required for habitat projects and proposals.

## **KNOWLEDGE & SKILLS**

- Ability to communicate, verbally and in writing, effectively with private landowners, project partners, and co-workers, and capacity to engage diverse communities.
- Must be a self-driven and resourceful team player with a proven problem-solving ability.
- Ability to manage multiple priorities in a fast-paced environment. Demonstrated ability to manage complex workload calmly and competently, including multiple grants, programs, or projects, variable timelines and deliverables, and associated administrative tasks required to meet deadlines and achieve grant/project goals
- Demonstrated communication, facilitation, training, coordination and management/supervisory experience.
- Demonstrated ability to work with minimal supervision and to directly support coworkers to achieve overall team success.
- Demonstrated passion for collaborative work and a desire to support other staff members, balancing multiple competing demands thoughtfully and fairly. Ability to prioritize the needs of the team first.
- Proven experience developing, writing, receiving, and managing diverse types of grants, both small and large, project-specific and program-level. Experience securing large, multi-year grant awards (\$300,000+) with multiple tasks and multiple partners.
- Familiarity with Washington's regulatory and permitting requirements, such as the Growth Management Act, Shoreline Master Program and policies, and various local ordinances and policies.
- Knowledge of scientific and engineering principles relative to habitat planning applications both in the field and in the office.
- Experience in natural resource management; knowledge of general ecological and biological principles; knowledge

of salmonid life cycles and restoration priorities. Preference for solid knowledge of Western WA bio-region.

- Excellent written and verbal communication skills.
- Excellent interpersonal and conflict resolution skills.
- Ability to organize, manage, and analyze information in databases (ex. Excel, Smartsheet, GIS, etc.).

### **MINIMUM QUALIFICATIONS**

Master's or bachelor's degree in Natural/Environmental Science, Natural Resources, Botany, Land Management, Environmental Studies, or other related fields plus 5 years of natural resource management experience and 2 years of supervisory experience.

OR

Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Prior experience working as a program manager preferred.

Prior experience assisting community members with the planning and successful implementation of restoration projects preferred.

*This is a broad description of the qualifications for the Habitat Programs Manager position. We do not expect any single candidate to possess all the qualifications listed. Research tells us that some individuals will only apply to roles if they meet all the listed qualifications, but we will train you and we expect you to learn in the role. We are looking for team members who round out our current skill base. If this is you, we encourage you to apply.*

### **SCHEDULE & WORKING CONDITIONS**

This position is permanent, overtime non-exempt, and full-time (36 hours per week) with flexible work hours. Local and out-of-town travel, occasional evening and weekend hours are possible. Currently, work may be performed at home with work in the District's office as necessary, as well as in the field. District employees may choose to work from the office more if they would like.

Employees are provided with necessary TCD-owned equipment to perform their job responsibilities outside of the office and supported with a gear stipend.

This position description represents a general outline of the job duties, essential functions and minimum required qualifications and is not intended to be comprehensive in nature. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change. Eligibility for this position is contingent upon the individual's ability to perform the essential functions with or without reasonable accommodation. This position requires frequent sitting and standing.

### **COMPENSATION & BENEFITS**

This position is budgeted for an annual salary starting between \$80,000-\$95,000 depending on the applicant's qualifications. The Thurston Conservation District observes seventeen (17) paid holidays (including six personal holidays). Employees also accrue sick and vacation leave. The District offers medical, dental, vision and life insurance coverage for employees, with an option to cover 75% of spouse or dependent coverage. Additional voluntary supplemental insurance opportunities are also available. Participation in regular professional development opportunities are strongly encouraged and supported. Thurston CD employees participate in [Public Employees Retirement System \(PERS\)](#). Staff also has access to an additional voluntary retirement savings programs within the State of Washington's

Department of Retirement Systems – [Deferred Compensation Program \(DCP\)](#). This position is represented by the Washington Federation of State Employees, AFSCME Council 28. The current Collective Bargaining Agreement was just updated and is available upon request as well as being posted to our website shortly.

### **EQUAL OPPORTUNITY EMPLOYER**

Here at Thurston Conservation District our employees and the people we serve come from all walks of life. We strive to hire great people from a wide variety of backgrounds. Having a diverse workforce is the District's greatest resource of strength and knowledge. We are committed to building a diverse and inclusive workplace for everyone. All qualified applicants receive consideration for employment without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Please let us know if you need accommodation to participate in the application process.

### **TO APPLY**

Priority application deadline is February 3<sup>rd</sup> and applications will be reviewed upon receipt. This position is open until filled. **Please note, TCD is hiring a *Restoration Projects Manager* position concurrently. These positions are different with different duties and experience levels required. We encourage applicants to review both descriptions and apply for the position that best matches their experience and interest.**

Please include the following in your application package:

- 1) Resume
- 2) Cover letter
- 3) Three (3) professional/educational references

Be sure to describe your interest and unique qualifications for the position and the skills that you bring to the Conservation District team. Your cover letter is not to exceed one page. Letters of recommendation may be included.

Send electronically (please no paper copies) to: [\*\*job-applications@thurstoncd.com\*\*](mailto:job-applications@thurstoncd.com)

Please include **Habitat Programs Manager – YOUR NAME** in the subject line.

**We sincerely thank you for your interest in joining the  
Thurston Conservation District team!**