



## **Restoration Projects Manager**

*Permanent Full Time (36 hours per week)*

*\$70,000-\$85,000, DOQ*

*Competitive benefits package*

**Priority Application Deadline February 3, 2025**

**Position open until filled**

**Thurston Conservation District seeks a creative, passionate, and organized individual with experience in designing and implementing habitat conservation projects in partnership with community members and as a part of our collaborative team.**

### **POSITION DESCRIPTION**

This position supports Thurston Conservation District (TCD)'s Habitat Program(s) in a senior project management role that prioritizes 1) developing, securing funds for, and overseeing implementation of complex, multi-year, multi-scale habitat restoration projects in Thurston County; 2) directly managing multiple concurrent projects, budgets, deliverables, and deadlines; 3) leading TCD's internal GIS program; and 4) working both independently and collaboratively with the Conservation Program Manager, Habitat Program Manager, and habitat team members to ensure program and project success. This position also collaborates regularly with other TCD staff and Program Managers to maintain a vibrant, effective, and passionate habitat team and Conservation District.

The successful candidate will demonstrate the ability to 1) manage complex projects and budgets, 2) secure grants & permits, 3) communicate effectively, and 4) support a multidisciplinary team to solve problems collaboratively.

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

- 1) Restoration Project Development and Management
  - Lead identification, conceptual development, implementation/construction, and evaluation of multi-year, technically complex habitat restoration projects with diverse partners and funding sources.
  - Write and submit competitive grant proposals in collaboration with the District team and advocate for proposed projects during the selection process.
  - Develop funding proposals for small to large-scale restoration projects, addressing diverse habitat types (wetland, freshwater river/stream, marine, prairie etc.) and pursuing grants through federal, state, and other funding sources,
  - Manage 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 coordination; data collection and tracking of progress toward deliverables; timely implementation of grant objectives, reporting internally and externally.
  - Coordinate procurement processes aligned with TCD policies and manage environmental consultant contracts, keeping projects on track and on budget.
  - Manage environmental and construction permit processes.
  - Participate in developing annual and long-range plans, brainstorm project concepts, complete special projects, etc.
  - Represent TCD in local habitat workgroups and initiatives to support partners and to identify opportunities for collaboration, project development, and funding for new restoration opportunities, TCD habitat team members, and the restoration crew.
  - Establish relationships and partnerships within the community by participating in technical assistance work groups, advisory committees, and project development committees.
  - Work closely with the Conservation Program Manager and Habitat Program Manager to build the

habitat program priorities and processes; coordinate with TCD management on complex habitat topics.

- Provide training and mentoring to members of the habitat team, strengthening overall professional competency across the team.
- Provide capacity support, as needed and feasible, to support restoration projects led by other habitat team members.

## 2) GIS Coordination

- Serve as technical lead for GIS at Thurston CD.
- Provide GIS mapping and data analysis in support of TCD staff and projects.
- Manage & organize GIS data files for TCD.
- Help TCD staff improve their GIS competency through training and technical support.

## 3) Technical Assistance

- Clearly explain complex scientific information to members of the public in both writing and orally in group and one on one settings.
- Identify and guide implementation of appropriate conservation practices that meet the needs of community members and address natural resource concerns.
- Develop and provide technical assistance guidance to community members as needed, for a diverse range of habitat types and challenges.
- Provide expertise, training, and technical assistance in habitat management.

## **KNOWLEDGE & SKILLS**

- Ability to communicate, verbally and in writing, effectively with private landowners, project partners, and co-workers, and capacity to engage diverse communities.
- Understanding of diverse natural resource priorities as they relate to habitat sustainability and habitat restoration.
- Demonstrated project management experience; must be a self-driven and resourceful team player with a proven problem-solving ability.
- Demonstrated ability to work with minimal supervision and to work collaboratively.
- 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.
- 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.
- Strong knowledge of ecological and biological principles; knowledge of salmonid life cycles and restoration priorities.
- Demonstrated data management and analysis-level GIS competency; passion for using GIS tools in a range of applications. *Certification desired.*
- 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 3 years of natural resource management experience

OR

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

### **Desired Experience, Skills, Knowledge & Abilities**

- Ability to provide professional-level community service while navigating complex situations involving multiple parties with varying interests.
- General understanding of fluvial geomorphology and hydrology concepts.
- Knowledge and background in the construction industry, specifically environmental construction activities, such as: earthmoving, excavation, habitat restoration, bridges and culverts, access roads, remediation systems, stormwater management, etc.
- Knowledge and experience with the Washington State salmon recovery framework including funding sources, policies, networks, and plans.
- Experience managing complex habitat restoration projects in the Pacific Northwest.

*This is a broad description of the qualifications for the Restoration Projects 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.

At times, this position spends as much as 35% of work time out of the office in the field. 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 \$70,000 - \$85,000 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 has recently been renegotiated and is available upon request; it will also be posted to the 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 *Habitat Programs 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 **Restoration Projects Manager – YOUR NAME** in the subject line.

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