

# The Nature Conservancy

*Saving the Last Great Places*

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>PROGRAM MANAGER I</b>
<b>JOB FAMILY:</b>	Conservation - Field
<b>JOB NUMBER:</b>	<b>8023</b>
<b>FLSA STATUS:</b>	Exempt
<b>RELATED POSITION TITLES:</b>	Carson River Project Manager

### **ABOUT THE CARSON RIVER PROJECT:**

Originating in the Sierra Nevada south of Lake Tahoe, the two forks of the Carson River create a series of broad flood plains from the Carson Valley to the Lahontan Reservoir. More than 200 bird species can be found throughout the Carson River watershed, making it one of the richest bird sites in the entire state of Nevada. The Carson River watershed is one of the fastest-growing regions in the state, making it one of the fastest growing in the country. Thousands of new residents are attracted to the area's scenic beauty, pastoral feel, recreational opportunities and unique cultural heritage. In 2000 The Nature Conservancy launched its Carson River Project in an effort to protect the Carson River's wetlands, wet meadows and riparian systems. Since then, The Nature Conservancy has protected more than 2,500 acres and approximately 7 miles of the Carson River. Now The Nature Conservancy is embarking on a multi-million dollar restoration project and development of an educational public trails system in the Carson Valley, the epicenter of the project.

### **ABOUT THE PROJECT MANAGER POSITION:**

Within a short timeframe, the Carson River Project Manager will run a large part of a big and complex project. As such, the three most important functions of the Project Manager are:

1. Strategic thinking
2. Communication and collaboration with a wide variety of partners
3. Project management, with attention to detail

The Carson River Project Manager will eventually take the lead in our effort to restore the natural function, structure and composition of the river and its riparian and wetland ecosystems on The Nature Conservancy's River Fork Ranch preserve. In addition, the Project Manager will work with partners to develop and implement an interpretive trails system on two properties in the Carson Valley. Finally, the Project Manager will assist in new work in the Carson Valley to meet The Nature Conservancy's conservation goals. In these endeavors, the Project Manager will need to work with a wide variety of partners, including the county, local landowners, other non-profits groups, Federal and State agencies, local businesses, and consultants. Responsibilities will include:

- Coordinating contracts, grants, permits, research, monitoring, planning, and report writing associated with the restoration and trails.
- Identifying and securing additional public and private funding for the Carson River Project.
- Negotiation of real estate transactions.
- Conservation planning.
- Public outreach.

The Project Manager may have responsibilities within a large geographic area and be asked to work independently throughout the area. Ideal candidate is a team player, able to handle multiple tasks under

pressure with short deadlines, is very well organized and shows great attention to detail, works independently with ambiguity, is politically savvy, and is able to adjust priorities suddenly.

### **ESSENTIAL FUNCTIONS OF THE PROJECT MANAGER:**

The Project Manager develops, manages, and advances conservation programs, plans, and methods for small-scale and large-scale programs. Provides technical leadership and support to the Nevada Chapter. This position may include one or more of the following functions:

- Plans and directs preserve management programs and stewardship
- Addresses critical threats to natural systems and individual species
- Fosters cross-site learning among conservation community
- Develops and implements conservation strategies
- Employs a full range of protection tools to acquire varying degrees of legal interest in land and implements a variety of strategies to secure public and private support for TNC conservation priorities.
- Furthers the Conservancy's strategic goals through securing land for protection
- Coordinates community support
- Implements preserve management plans
- Maintains preserve areas frequented by the visiting public

### **KNOWLEDGE/SKILLS:**

1. Bachelor's degree in natural resource management or related area and 3-5 years related experience or equivalent combination. Master's degree may be preferred or required.
2. Excellent written and oral communication. Effective team-player with ability to coordinate the work of a team and delegate tasks to accomplish multiple priorities.
3. Negotiation skills and the ability to simultaneously manage multiple priorities and work under pressure with flexibility.
4. Successful experience in developing, directing and managing multiple projects, including ability to create and follow timelines. Attention to detail.
5. Demonstrated experience in Microsoft Office suite.

### **COMPLEXITY/PROBLEM SOLVING:**

1. Work is diversified and may not fall under established practices and guidelines.
2. Resolve complex issues independently as delegated within program area. Experiment to find creative solutions.
3. Comfortable with ambiguity.
4. Strong organizational skills.
5. Design, implement, and direct multiple projects within program area, setting deadlines and ensuring program accountability.

### **DISCRETION/LATITUDE/DECISION-MAKING:**

1. Independently make sound decisions based on analysis, experience, and judgment for own work. Consult with supervisor to address any issues that affect the work of others or the program as a whole.
2. Opportunity to act independently within broad program goals, frequently with minimal supervision.
3. Decisions will affect other staff within program or project area.

### **RESPONSIBILITY/OVERSIGHT –FINANCIAL & SUPERVISORY:**

1. Serve as a team leader for projects supporting program goals. May oversee the work of program assistance teams, which may consist of staff members, volunteers, interns, or a combination of those.
2. Financial responsibility may include working within a budget to complete projects, negotiating and contracting with vendors, assisting with budget development, and meeting fundraising targets.
3. Need to gain cooperation from individuals or groups over whom there is no direct authority in order to accomplish program goals.

### **COMMUNICATIONS/INTERPERSONAL CONTACTS:**

1. Communication and presentation skills; ability to persuasively convey goals and details of Carson River Project to diverse groups including local government and agencies, donors, the public, and others.
2. Work and communicate with a wide range of people from various backgrounds, including landowners with perspectives that may vary widely.
3. Work in partnership with other organizations or landowners in a collaborative or advisory role.
4. Work seamlessly and transparently with other program staff; ability to communicate and share information.
5. Build relationships based on trust.
6. Ability to function productively as a member or leader of a team.

**WORKING CONDITIONS/PHYSICAL EFFORT:**

1. May require frequent travel within the watershed with adverse working conditions in remote locations, long hours and possible weekend work.
2. Capacity to handle complex tasks under pressure and under stringent time constraints.
3. Work environment involves exposure to job hazards where there is a some possibility of injury.

**The Nature Conservancy is an Equal Opportunity Employer**