



## ***Conservation Program Manager***

*1 FTE, full-time permanent*

*\$60,000 – \$67,000 DOQ -*

*and competitive benefit package*

***Application Deadline: May 3, 2019***

**Thurston Conservation District is looking for an experienced self-starter who is dynamic, energetic, highly organized creative thinker with an interest in natural resources conservation and technical staff mentorship. The successful applicant must have a strong work ethic to become part of a cohesive team of passionate individuals in a fast-paced, hands-on and rewarding work environment.**

### **POSITION DESCRIPTION:**

This position is responsible for managing the Thurston CD's technical staff department, grant writing and fund development, conservation project management and implementation, oversight of all implementation and cost share projects, designing and/or collaboration with engineers to develop project designs, and overseeing deliverable tracking and reporting. This position will also focus on coordinating Thurston CD's involvement in the Chehalis Basin Strategy, including the Early Action Reach Design process, and facilitating the Thurston Shore Friendly program. Experience in engineering and design, construction project management, stream and shoreline habitat restoration, cost share implementation, staff management, grant management, and stakeholder engagement is required. This position also oversees project implementation and provides mentorship to Thurston CD's technical team, and maintains frequent two-way communication with the Executive Director.

The Conservation Program Manager is responsible for aligning district and partner programs to the greatest benefit to both the landowner/operator and the natural resources. Extensive knowledge of the local, state and federal regulations and permitting processes is essential. This position will work directly with a highly collaborative and highly educated technical team of three and the Executive Director to identify, develop and implement projects that address natural resource and habitat concerns. Thurston Conservation District is a fun, fast-paced and passionate work environment, with a highly cooperative and supportive staff team. We are governed by volunteer community stakeholders who volunteer their time to serve on our Board of Supervisors and bring additional knowledge, experience and unique perspectives to support and strengthen the mission of the District.

This position description represents a general outline of the job duties, essential functions and minimum qualifications and is not intended to be comprehensive in nature. 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, standing, walking over difficult terrain and on construction sites, lifting up to 50 lbs., occasional travel and periodic evening and weekend work.

### **PRINCIPAL RESPONSIBILITIES:**

- Lead Thurston CD's involvement in the Chehalis Basin Strategy.
- Facilitate and develop the Thurston Shore Friendly program.

- Responsible for facilitating design and implementation of all large-scale conservation projects, working with engineers, contractors, partners and funders.
- Applying for necessary project permits and ensuring project compliance with all local, state and federal laws.
- Provide support to technical team for the development and implementation of small-scale conservation and cost-share projects.
- Directs contract and project management. Writes and manages contracts, permit applications and reports. Manages consultants and contractors. Responsible for project schedule and quality.
- Mentor, lead and support Thurston CD's technical team on a day-to-day basis. Help identify appropriate professional development opportunities and support goal setting and workload management with the technical team.
- Communicate feedback, priorities, needs and accomplishments of the technical department to the Executive Director regularly and the Board of Supervisors, as requested.
- Develop and facilitate monitoring procedures for conservation practices following implementation with technical team.
- Lead the preparation of grant proposals and budgets for new and on-going district projects and programs, in coordination with District staff.
- Participate in regular training opportunities to maintain a high level of proficiency.
- Build relationships with a wide range of public and elected officials, technical and conservation experts, farmers and landowners.
- Ensure the completion of required grant tasks and the completion of required progress reports and final reports.
- Attend public meetings as a representative of the district.
- Participate in workshops, tours and educational opportunities as needed.

*The duties listed above are intended only as general illustrations of the various types of work that may be performed. 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.*

#### **MINIMUM QUALIFICATIONS:**

Experience is a key requisite for this position and a minimum of seven (7) years of experience in the natural resource field is required, in addition to a Bachelor's degree from accredited institution in agriculture, natural resources management, environmental science or related field. A Master's degree in the above fields is preferred. Eight years (8) of related work experience may be substituted for a Bachelor's degree.

Experience in project management, managing multiple deadlines, and report writing are essential. Knowledge of and working experience with local and regional conservation issues, regulatory requirements and permitting, conservation project management and implementation, and staff management is required. Proven technical report and grant writing experience. Excellent verbal and written communication skills required, to include the ability to effectively manage and articulate project requirements with the technical team, including contractors, engineers, planners and TCD program staff. Knowledge of estuarine ecosystems and restoration techniques. Must be proficient with Microsoft Office suite and one (1) year of recent GIS experience. Applicant must possess a valid driver's license.

#### **ADDITIONAL PREFERRED QUALIFICATIONS:**

- Familiarity with Washington's Growth Management Act, Shoreline Master Program and policies, and various local ordinances and policies.

- Experience in design and/or engineering.

#### **SCHEDULE & WORKING CONDITIONS:**

This position is full-time, permanent non-exempt. Work will be performed in both an office setting and in rural and urban community settings. Local and out-of-town travel, occasional evening and weekend hours are possible.

#### **COMPENSATION AND BENEFITS:**

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The Thurston Conservation District observes eleven (11) paid holidays (including one personal holiday). Employees also accrue sick and vacation leave. 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 \(DCP\)](#). The district offers medical, dental, vision and life insurance coverage at no cost to full time employees. Additional voluntary supplemental insurance opportunities are also available. Regular professional development opportunities are strongly encouraged and supported. This position is represented by the Washington Federation of State Employees, AFSCME Council 28.

#### **TO APPLY:**

Please submit:

1. Resume
2. Cover letter
3. Three (3) professional references

Be sure to describe your interest and unique qualifications for the position and the skills that you bring to our entire conservation district team. Your cover letter is not to exceed two pages. Letters of recommendation may be included. Applications will be reviewed upon receipt and interviews may begin prior to the application deadline.

**Thurston Conservation District is an Equal Opportunity Employer.** Please let us know if you need any accommodation to participate in the application process.

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

Please include: **Conservation Program Manager – YOUR NAME** in the subject line.

**We sincerely thank you for your interest in joining the work we do at Thurston Conservation District!**