



## Job Description – Restoration Projects Manager

**Posted:** July 22, 2020

**Application first review date:** August 17, 2020, position open until filled

**Location:** Office located in Dexter, Oregon (office work is remote during COVID); work spans Eugene to Oakridge

**Status:** Salaried, exempt position (1.0 FTE, 40 hours/week)

**Pay:** \$45,000-55,000/year

**Benefits:** Health insurance (medical, vision, and dental), paid time off, parenting leave, & retirement plan

**Desired start date:** September 21, 2020 (with flexibility)

### Our Commitment to Diversity, Equity, and Inclusion

*We believe that diversity, equity and inclusion (DEI) is essential to the success of the Middle Fork Willamette Watershed Council. We recognize that we are working within an inherited system built and founded on colonization and systemic racism. This system does not benefit everyone equally, so we are committed to doing the work of DEI every day. We strive to build relationships and understanding by connecting to communities, which include Indigenous peoples, People of Color, and different socio-economic groups. We believe that these relationships will build co-created values, beliefs, ideas, & leadership that will help the watershed & communities become more resilient and able to adapt to changing environments.*

### Position Summary

The Middle Fork Willamette Watershed Council (MFWWC) seeks an interdisciplinary, skilled, dynamic individual to join our team as a restoration projects manager. The restoration projects manager works both independently and collaboratively with MFWWC staff and partners on community engagement, fundraising, and project management to support habitat restoration projects within the 865,000-acre Middle Fork Willamette Watershed.

### Duties and Responsibilities

#### *Community Engagement*

- Works with private landowners, public land managers, Tribes, agency and nonprofit partners, and the general public to collaboratively plan habitat restoration projects
- Plans and executes inclusive community engagement strategy for habitat restoration projects
- Co-leads tours, presentations, public meetings, and site visits
- Documents feedback from engagement activities and incorporates it into project plans

#### *Fundraising*

- Develops project budgets and seeks funding for the work
- Researches and identifies funding opportunities
- Prepares grant proposals

#### *Project Design*

- Works to create innovative process-based restoration designs
- Works with private landowners, public land managers, Tribes, and agency and nonprofit partners to develop restoration actions that restore ecological processes and function
- Leads technical team meetings to get expert feedback and cultivate project support
- Performs field surveys to understand site conditions
- Utilizes ArcGIS and other mapping and design tools to develop conceptual designs
- Works with consultants to develop and deliver necessary project design elements

### *Project Management*

- Manages grant and project budgets and processes invoices from contractors
- Identifies and acquires necessary project permits and ensures adherence to permit terms
- Leads contracting process including RFPs, pre-bid meetings, bid review, and contract preparation
- Works with contractors, partners, and land managers to plan and schedule work. Oversees work, ensuring contractors adhere to designs, permit conditions, timeline, budget, and contract terms
- Coordinates and facilitates quarterly Restoration Projects Committee meetings
- Works with partners to monitor effectiveness of restoration projects and to distill and disseminate data to technical and non-technical audiences

### **Requirements**

- Previous professional training or professional experience in diversity, equity, and inclusion (DEI)
- Interdisciplinary understanding of hydrology and applied ecology; ability to observe the landscape and understand drivers and processes; ability to incorporate social perspectives into restoration work
- Impeccable written and verbal communication skills
- Interpersonal skills, including a personal commitment and demonstrated ability to work with people from diverse backgrounds and with diverse perspectives in an equitable and inclusive fashion
- Position requires sitting, typing, standing, & carrying up to 40 pounds. Comfort in conducting field work, often in remote areas, including walking over uneven terrain and on steep slopes, wading through swift streams, and working in inclement weather. Travel on gravel roads is expected
- Familiarity with programs such as MS Suite, Zoom, Avenza, and Dropbox. ArcGIS experience is required
- Valid Oregon driver's license and reliable personal transportation (work-related travel reimbursed)
- Willingness to have a flexible work schedule

### **Key Attributes of a Successful Candidate**

- Exhibits a personal and professional commitment to DEI, including exploration of power and privilege, and a willingness to self-reflect and experience discomfort in difficult and transformative conversations
- History of successful grant writing experience
- Values building and maintaining authentic relationships with community members and partners
- A commitment to organization
- Enthusiasm for learning local natural and cultural history, values science and Indigenous knowledge
- A willingness and desire to learn new skills
- Ability to effectively plan and facilitate a meeting – both in person and virtually
- Wilderness First Aid certification or similar outdoor safety awareness

*We believe that white supremacy culture disproportionately impacts the most marginalized people in society — including Black people, Indigenous people, People of Color, people from working class backgrounds, women and LGBTQ+ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.*

### **To Apply**

- Please submit a cover letter, resume, and three references via email to [sarah@middleforkwillamette.org](mailto:sarah@middleforkwillamette.org) In your cover letter, please describe lived and professional experience in ecological restoration and community engagement as well as your experience advancing diversity, equity, and inclusion
- All emails - both application submittals and questions regarding the position - should have: "Restoration Projects Manager - applicant last name" in the subject line
- Incomplete applications will not be accepted