

## **POSITION: Habitat Program Manager**

**Type:** Regular, benefits, FLSA exempt  
Full-time, 1.0 FTE (40 hours per week)

Note: This position is supported by and contingent on available grant funding.

**Pay Range:** \$83,820 – \$107,295

**Opening Date:** September 17, 2024

**Closing Date:** Open Until Filled

**Employment Application:** Send a cover letter, resume, and references electronically to: [accounting@masoncd.org](mailto:accounting@masoncd.org)

**Benefits:** Mason Conservation District provides a comprehensive benefits package that includes the following:

- Vacation accrual begins at eight (8) hours per month and increases based on years of service.
- The District recognizes twelve (12) holidays per year, which includes one (1) personal holiday.
- Sick leave accrues eight (8) hours per month.
- The District and its employees participate in the Washington State Public Employees Retirement System (PERS).
- The District currently covers 100% of employee health care coverage and 90% of dependents.

### **Mason Conservation District is an Equal Opportunity Employer.**

*Please let us know if you need accommodation to participate in the application process.*

#### Introduction:

The Mason Conservation District seeks a Habitat Program Manager to join our team. The position supports the District's Habitat Program team's mission of efficient development, management, and execution of environmental restoration and conservation projects. The successful candidate will demonstrate the ability to 1) manage complex projects and budgets, 2) secure grants & permits, 3) effectively supervise a multidisciplinary team, 4) communicate effectively, and 5) collaboratively solve problems within the team.

This position has a broad pay range because we recognize the potential for finding applicants with a wide range of experience. If the appropriate candidate expresses interest, the position could be adapted to include management-level job duties.

### Essential Duties and Responsibilities:

- Supervise and empower the daily operations of a multidisciplinary team in support of the District's mission, while sustaining enthusiasm in and devotion to the team
- Manage the development, implementation, and evaluation of multi-year, technically complex habitat restoration projects with diverse partners and funding sources.
- Lead achievement of project milestones, reporting requirements, and other required deliverables.
- Manage environmental and construction permit processes.
- Write and develop fundable grant proposals in collaboration with the District team and advocate for proposed projects during the selection process to secure funding for priority conservation projects.
- Manage environmental consultant contracts keeping projects on track and on budget.
- Participate in developing annual and long-range plans, brainstorm project concepts, complete special projects, etc.
- Develop and maintain amicable relationships with clients and partners.
- Participate in workshops, tours, and educational opportunities as needed.
- Perform work with the highest ethical standards and the District personnel policies, providing superior public service.
- Enforce the standards of behavior as well as the policies and procedures of the District and ensure adherence to program goals and mission for both staff and subcontractors
- Supervise subcontractors to ensure they are meeting contractual deadlines and quality expectations

*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 do 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 and requirements of the job change.*

### Required Qualifications:

- Bachelor's degree in a related field, with a minimum of three (3) years of habitat restoration, environmental planning, or similar experience.
- Experience supervising/managing multidisciplinary teams, demonstrating proficiency in creating community and a shared vision amongst team members while motivating them to action.

### Required Skills, Knowledge, Abilities, and Attributes:

- 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 and work independently.
- Proficient with Microsoft Office Suite.
- Strong written and verbal communication skills.
- Valid driver's license, acceptable driving record.
- Knowledge of general ecological and biological principles.
- Knowledge of salmonid habitat requirements and life history needs.
- Excellent interpersonal and conflict resolution skills.

Desired Experience, Skills, Knowledge, and Abilities:

- Experience managing complex habitat restoration projects in the Pacific Northwest.
- Experience managing a project from conceptual project development to construction.
- 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 with writing and managing grants.
- Experience with local, state, and federal permitting requirements.
- Interest in community service and the environment.
- Experience using ArcGIS.

**PHYSICAL AND MENTAL REQUIREMENTS:**

Requires frequent sitting, standing, and walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position regularly requires the ability to calculate mathematical problems and conduct field site visits in challenging terrain. Must be able to negotiate water in emergencies.

**WORKING CONDITIONS:** The majority of work is performed in a typical office environment, with occasional fieldwork that involves navigating difficult terrain.