



## JOB DESCRIPTION

<b>Job Title:</b>	Conservation Project Manager	<b>Job Category:</b>	Year Round
<b>FLSA Status:</b>	Exempt	<b>Position Type:</b>	Full-time
<b>Reports To:</b>	Executive Director	<b>Supervises:</b>	NA
<b>Pay Scale:</b>	\$45,000 to \$48,000	<b>BFOQ:</b>	None
<b>Expected Schedule:</b>	40 hours/week with some weekends and evenings		

### ABOUT THE GALLATIN RIVER TASK FORCE

The Gallatin River Task Force is a small nonprofit organization headquartered in Big Sky, Montana working to ensure the Gallatin River flows with clean, cold, abundant water. Now and forever. We believe in the power of collaboration as reflected in our mission *to partner with our community to inspire stewardship of the Gallatin River Watershed*. Our programmatic work is designed to obtain our vision of a healthy Gallatin River watershed for future generations and includes watershed monitoring and assessment, restoration & conservation, planning, and education and outreach.

### POSITION SUMMARY

Reporting to the Executive Director, the Conservation Project Manager will develop, manage, and advance Gallatin River Task Force initiatives to improve water quality and quantity within the Upper Gallatin Watershed through expanding and managing the Big Sky Water Conservation Program and developing and managing restoration projects. Big Sky Water Conservation Program responsibilities include designing and implementing community water conservation measures and incentives, evaluating water use trends from a variety of water users, working closely with local water managers, developers, homeowners associations, and property managers to inspire a water conservation ethic in the Big Sky community and promote water conservation practices, managing rebate program, and engaging in educational outreach. Restoration project responsibilities include developing restoration projects to address current water issues or threats, writing and managing grants and other fundraising opportunities to fund projects under supervision of the Development Director, and overseeing project implementation, including budgets, grant management, subcontracting, permitting, construction oversight, reporting, and monitoring.

### ESSENTIAL JOB FUNCTIONS

#### ***Conservation Project Planning and Management:***

- Assist Executive Director in defining short- and long-term Conservation Program goals and objectives for watershed restoration and conservation.
- Develop and manage conservation program budgets and evaluate annually.
- Coordinate and oversee water conservation and restoration project committee meetings.
- Work with Executive Director, committees, and partners to develop, prioritize, and implement water quality & quantity and habitat improvement projects identified through various planning efforts (Gallatin River Task Force Strategic Plan, Big Sky Watershed Stewardship Plan, River Access Mapping and Prioritization, Upper Gallatin Watershed Restoration Plan, Upper Gallatin Drought Plan).

#### ***Water Conservation Program Responsibilities:***

- Expand, market, implement, and manage Big Sky Water Conservation program.
- Perform education and outreach of water conservation practices to youth, HOAs, landscapers/ irrigators, commercial users (local businesses, hotels, restaurants), homeowners, renters).
- Recommend conservation techniques and efficiency measures using latest research and guidelines (ex. EPA WaterSense).



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- Track program effectiveness that includes cost/benefit analysis of water and cost savings through implementation of conservation measures.
- Manage rebate program including processing rebates, stewarding program participants, and provide annual analysis of water savings to project partners.

### ***Restoration Project Management***

- Work cooperatively with private and public landowners, project partners, funding agencies, and permitting agencies to develop, fund, and implement restoration projects.
- Ensure conservation projects are technically sound, environmentally sustainable, and legally viable.
- Oversee project implementation, including budgets, subcontracting, permitting, invoicing, construction oversight, reporting, and monitoring.
- Conduct on-site management of restoration projects.
- Monitor environmental improvements from conservation and restoration projects in conjunction with other staff.
- Conduct field tours and field trips with various partners, community organizations, and other interested parties.

### ***Fundraising:***

- Identify and secure funding for projects from public and private entities.
- Manage grants awarded for conservation projects, ensuring grant requirements and deadlines are met.
- Perform other related fundraising duties as assigned.

## EXPERIENCE AND EDUCATION REQUIREMENTS

### *Specific requirements include:*

- BA/BS in watershed science, watershed management, water resources management, natural resource management, coastal environmental management, wetland ecology or relevant field.
- Minimum three years full-time experience in watershed conservation or related field, with demonstrated success.
- Experience managing restoration projects and contracts.

### *Preferred qualifications include:*

- Master's degree in relevant field.
- Experience working with non-profit organizations.
- Experience writing grant proposals and managing grants.
- Experience in customer or public service
- A strong understanding of the physical processes governing stream form and function and their interaction with the upland, riparian, and in-stream biological communities.
- A strong understanding of watershed, estuarine and wetland ecosystem function.
- Knowledge of and field experience with riparian, in-stream, and fisheries restoration methods and erosion control projects.
- Knowledge of regulatory and permitting requirements for environmental work in Montana.

## KNOWLEDGE, SKILLS AND ABILITIES



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- Exceptional written, verbal, and interpersonal communication skills.
- Strong project management and problem-solving skills. Ability to take initiative and work individually or as a member of a team. Impeccable follow-through. Ability to adapt to changing needs.
- Proficiency with Microsoft Office & ArcGIS.
- Energetic and enthusiastic to work in a growing organization in a small community.
- Ability to work on multiple projects, adjust quickly to shifting priorities, meet deadlines, exercise good judgment, and handle high-pressure situations.
- Ability to take initiative and anticipate potential project complications or needs before they arise.
- Ability to establish and maintain effective relationships with a wide variety of partner organizations, volunteers, and the public.
- Ability to work some evening and weekend hours.

### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those Essential Job Functions and must be met by an employee for successful performance. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Job Functions.

- Must be able to work in a moderately noisy environment with multiple conversations and printers
- Must be able to listen, hear and talk in the English language
- Occasionally required to work in and adjacent to rivers and streams
- Vision abilities are required for driving which include close, distance, color, peripheral, depth perception and ability to adjust focus
- Must be able to lift 50 pounds occasionally with assistance
- Ability to hike and work outside under multiple weather conditions when necessary

**If you are interested in this position, please send a resume and cover letter to:**

*Kristin Gardner, Executive Director*

*kristin@gallatinrivertaskforce.org*