

Senior Ecologist/Conservation Program Manager

HOURS: Full-time (40 hours per week), Monday through Friday, with occasional evenings and Saturdays. This position has full benefits, including medical, retirement, and vacation.

POSITION DESCRIPTION:

Great River Greening is a non-profit organization whose mission is to lead and inspire community-based restoration of natural areas and open spaces. The Senior Ecologist/Conservation Program Manager supervises the Conservation Team of ecologists, field crew, and others, who execute Greening's design and restoration projects and associated events. In addition to staff and program management, the Senior Ecologist/Conservation Program Manager may be in charge of a small number of projects in line with his/her areas of expertise, and also will assist the Director of Conservation Programs in project development.

The Senior Ecologist/Conservation Program Manager reports to the Executive Director (ED) and works in close association with the Volunteer Program Manager and the Senior Management Team that includes the Directors of Business, Conservation Programs, and Marketing-Development.

Position Description

1. Manage the Conservation Team (50 %):
 - * Supervise project managers, field crew, contractors, and other implementation staff.
 - * Coordinate, schedule, and prioritize staff and projects.
 - * Ensure the peer review of management plans and designs.
 - * Oversee a process for client feedback and review of completed projects.
 - * Approve crew hiring by field coordinator.
 - * Manage operations meetings and the field and event schedules in collaboration with other staff.
 - * Provide project troubleshooting and client contact.
 - * Review and approve contracts in line with organizational standards.
 - * Develop and implement an adaptive management approach through regular client feedback and monitoring program.
2. Execute Projects as assigned by supervisor (ED) (30%):
 - * Implement assigned projects with associated budgets and timelines.
 - * Supervise crew managers, contractors, and other implementation staff to complete projects within budget and to Greening standards and client expectations.
 - * Participate in process for client feedback and review of completed projects.
 - * Provide project troubleshooting and client communication as necessary.
3. Assist with Project Development (15%)
 - * Work with the Director of Conservation Programs to fix firmly new individual projects or constellation of projects (sometimes as new initiatives or programs). This may include the following tasks: supervising the addition of contacts to our database; creating and revising bids and budgets, and developing grants in collaboration with development staff.
 - * Help with specific project development as assigned by supervisor (ED).

4. Other Duties as Assigned (5%)

- * Promote Greening's employee goals, including diversity, equal opportunity, and work place culture.
- * As a representative of Greening, contribute to expanding Greening's network of partners, supporters, and volunteers.

Entrance Requirements

- * M.A. or M.S. in ecology, conservation science, landscape architecture or similar background
- * Minimum 2 years experience managing staff/programs
- * Extensive experience effectively managing projects to successful conclusion
- * Ability to communicate as an effective leader
- * Strong familiarity and established relationships with the conservation community of the Twin Cities Metro Area and Minnesota
- * Experience with a broad array of tools and practices in landscaping and natural area restoration
- * Computer experience: MS office suite
- * Experience hiring and working with contractors
- * Experience with bidding and costs in natural resources
- * Ability to effectively communicate goals and action steps to staff members and crews

Preferred:

- * Field experience in MN native plant communities
- * Experience with GIS and AutoCAD software

HOW TO APPLY:

Electronic submissions only. Submit your cover letter addressing each of the qualifications as well as resume to Deborah Karasov, Executive Director, dkarasov@greatrivergreening.org.

Open until filled.