POSITION SUMMARY:

As a member of the Ecological Programs Team, the Project/Program Manager is responsible for managing and implementing multiple programs and projects in support of Buffalo Niagara Waterkeeper’s mission to protect and restore our water and surrounding ecosystems while connecting people to water. This position will be part of a team working under supervision of a Program Director to support and guide planning and/or ecological restoration initiatives. The Project/Program Manager will help manage and guide organizational initiatives and projects associated with habitat conservation planning and outreach, aquatic connectivity and stream restorations, and habitat restoration projects implementation.

PRIMARY RESPONSIBILITIES:

- Provides support as a representative of the ecological discipline on organizational projects and initiatives.
- Collaborates with other project teams and disciplines as a technical subject matter expert when needed.
- Contributes to cross-team communication and coordination.
- Maintains project related decision making authority and accountabilities, as well as coordination of project personnel.
- Oversees the daily work of project managers, coordinators or planners.
- Manages multiple projects as assigned, providing project management duties including:
  - Lead project coordination and outreach efforts while in close contact with directors or deputy executives.
  - Prepare and implement work plans, manage budgets, schedules and utilize project management software.
  - Prepare site programming plans and maintenance schedules.
  - Manage consultant teams and contractors when applicable.
- Implements strategies to ensure that projects are completed on time, on budget, and to Waterkeeper standards.
SECONDARY RESPONSIBILITIES:

- Facilitates project meetings with team members and stakeholders on an as needed basis.
- Prepares meeting agendas, materials, and following up on action items.
- Works with Staff Utilization Team and supervisors to inform staff availability analyses.
- Provides project and program support including, but not limited to, data collection and analysis, conceptual planning and design, construction, regulatory and permitting issues.
- Assists with grant writing, specific business development, marketing, or fundraising tasks as needed.
- Assists in the development of organizational initiatives, project ideas and future organizational portfolio development.
- Assists with development of organizational protocols.
- Researches and prepares technical briefing memos for executive management review as required.
- Attends and/or presents at public information and community meetings, as required.
- Conducts technical reviews and provides comments or serves as an organizational point of contact for specific external efforts that Waterkeeper engages in.

KEY RELATIONSHIPS:

- **Internal**: Effectively report to the Program Director, or equivalent supervisor. The Deputy Executive Director will engage directly when appropriate. This position requires clear, frequent and consistent communications with multiple project team members and will have a close working relationship with peer Program Managers to enable cross-team collaboration and communication.

- **External**: Effective communication with Agencies, Consultants, Contractors, Municipalities, Public, Partners, Stakeholder committees and the greater community.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Minimum Bachelor's degree required, Masters degree preferred, in Biology, Conservation, Ecology, Environmental Science, Natural Resource Management, Environmental Planning or related fields.
- Minimum 3 years of project management experience required with professional experience in riparian or shoreline restorations, construction or landscaping, quality assurance, contract administration, and personnel management.
- 1-2 years managing people and leading teams preferred.
- Field experience in environmental data collection and monitoring.
- Strong background in watershed planning and/or restoration science.
- Experience in construction observation/oversight and working with contractors.
- Grant writing experience.
ESSENTIAL SKILLS AND ABILITIES:

- Excellent verbal, written, and interpersonal communication skills.
- Ability to prioritize tasks in a fast-paced environment.
- Ability to work in a multi-disciplinary environment with extensive cross-team collaboration.
- Ability to work with individuals from diverse backgrounds.
- Ability to maintain a high energy level and be comfortable managing multi-faceted tasks in conjunction with day-to-day activities.
- Excellent leadership qualities with the ability to overcome barriers and find meaningful collaborative solutions.
- Strong organizational skills.
- Strong project management skills with the ability to deploy resources effectively and efficiently.
- Ability to read, comprehend, review, and administer plans, specifications, cost estimates, and permitting for restoration projects.
- Knowledge of native plant communities and invasive species control and management techniques considered a plus.
- Knowledge of sediment and erosion control techniques and best management practices considered a plus.
- Knowledge of applicable laws, permits and guidelines a plus.
- Proficient in Microsoft Office products, specifically Excel and Word.
- Knowledge of Microsoft Office 365.

ENVIRONMENT AND WORKING CONDITIONS:

- The majority of the work time is conducted in an office or meeting setting. Occasional field work or site visits within the Niagara River watershed will be required.
- Flexibility in schedule is required; Occasional work in the evening and weekends for meetings or event participation.
- Comfortable working outdoors in inclement weather preferred.
- Comfortable and capable of performing field operation in and around water preferred.
- Must possess access to reliable transportation with the ability to travel to various work site locations throughout WNY.
- Ability to occasionally lift and carry up to 30 lbs. preferred.