



## **Job Description: Restoration Projects Manager**

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| <b><i>Position Title:</i></b> | Restoration Projects Manager |
| <b><i>Reports to:</i></b>     | Director of Conservation     |
| <b><i>Status:</i></b>         | Full-time, Exempt            |
| <b><i>Salary:</i></b>         | \$62,000-68,000 DOE          |

This is a full-time, exempt staff position, reporting to Director of Conservation. Compensation will include a salary between \$62,000 – 67,000 and a supportive benefits package including health, dental, vision, short term and long term disability, and life insurance. MRT offers a competitive PTO package starting at 3 weeks paid vacation, 2 weeks of paid sick leave, and 10 floating holidays per year. MRT offers a Simple IRA retirement benefit with up to a 3% employer match contribution.

### ***Role of the Restoration Projects Manager***

As a core member of the MRT Conservation Team, the Restoration Project Manager serves as a lead on all aspects of planning and implementation of restoration projects on MRT owned properties. These occur across a wide variety of geographic locations and habitats, including in-stream, riparian forest, wetland, grassland, upland forest, and coastal/tidal estuary. The Project Manager will also work with partner organizations on collaborative restoration projects at other sites, including MRT-held conservation easement sites, partner projects on private lands, and publicly managed lands or tribal lands. The Restoration Projects Manager also assists with the evaluation of new land protection projects for the Trust, the day to day management of Trust properties, and public outreach about our work. This position will be responsible for simultaneously managing complex multi-million-dollar budgets and permits for multiple projects in a dynamic, fast paced work environment. The ideal candidate will have experience implementing large scale in-stream and floodplain restoration projects, strong financial management skills, experience with risk management, and broad knowledge of native vegetation, fluvial geomorphology, fisheries, and community ecology.

### ***Restoration Project Management (65% FTE)***

- Creates project plans that identify restoration and conservation alternatives, including timelines, project budgets, and procurement of materials.
- Develops and manages multi-year project budgets and scopes of work.
- Works collaboratively with Trust partners throughout our service area to design, plan and implement large scale restoration projects.
  - Restoration efforts include upland forest, oak prairie, tidal marsh, floodplain, and instream approaches including valley-scale, process-based (Stage 0 – 8) project types.
- Secures funding and partners for restoration projects by writing grants, developing contracts, and working closely with fundraising staff
- Prepares reports for funding and permitting agencies.

- Prepares contract requests (scopes of work), schedules, and coordinates contractors and work crews; ensures satisfactory completion of contractor deliverables; secures necessary permits for restoration projects.
- Supervises field staff, volunteers and contractors for site prep, vegetation planting and maintenance, weed management, earth work, and other techniques to restore and enhance fish and wildlife habitats.
- Participates in tours, workshops, and presentations for diverse groups including funders, partners, donors, board members, students, and the general public.
- Operates, maintains, and trains others on equipment owned by the Trust, including but not limited to an 85hp tractor, 200 series Bobcat, 1 ton pick-up truck, ATV, drift boat, herbicide spray trailer, chainsaw, weed eaters and other tools commonly used in restoration projects.
- Supervises construction of restoration projects and special projects of the Trust, sometimes including recreation infrastructure (boat ramps, trails, etc.) in the field in inclement weather.
- Collaborates with tribal partners in the implementation of regional projects.

#### **Internal Organization Support and External Partnership Development (25% FTE)**

- Accurately records and enters relevant data into MRT Salesforce LOCATE Database.
- Supports MRT's community outreach events, and natural history tours.
- Collects field observations and high-quality photos for reporting, communications, and member outreach.
- Follows McKenzie River Trust's policies and procedures and supports and participates in MRT's Justice, Equity, Diversity, and Inclusion training and efforts.
- Participates in organizational planning efforts including strategic planning and work plans.
- Supports community engagement programs by providing oversight to volunteers, interns, work crews, contractors, and seasonal staff as delegated.

#### **Administrative and Fiscal Responsibilities (10% FTE)**

- Completes expense reports, collects, reviews and submits invoices for payment; records and accurately codes working hours and mileage reports.
- Actively participates in teams, all-staff meetings, training, and participates in MRT staff committees as directed
- Manages budgets and work plans for properties and projects in assistance with Director of Conservation and Director of Finance.
- Collaborates in grant writing and fundraising efforts as directed for projects.
- Engages in risk management for the restoration program with MRT's management team through contracting policies and procedures.
- Accepts other duties as assigned.

### ***Knowledge, skills, and abilities sought***

- Working knowledge of the flora, fauna, and hydrology of the region, with the ability to inventory and assess fish, wildlife and plant communities, treat invasive species, and develop restoration and management plan recommendations.
- Experience in land management practices, floodplain restoration and reforestation techniques, and the ability to work with a diverse set of partners (e.g. farmers, engineers, construction workers, and researchers). Management of publicly accessible sites a plus.
- A working knowledge of state and federal habitat conservation programs, policies, and laws. Demonstrated experience with various state and federal regulatory requirements as they relate to habitat restoration and enhancement.
- Experience managing multiple, complex projects simultaneously.
- Project management skills including: knowledge of and experience with contract development and oversight, project planning, budgeting, and permitting.
- Experience with the application of herbicides safely and effectively, according to labels, laws, and best practices.
- Willingness to work occasional evenings and weekends.
- Ability to lift 50 lbs and work in a bent-over/kneeling/sitting position for long periods of time.
- Ability to walk a minimum of one mile over rough terrain, navigate in remote areas, and work independently under physically demanding conditions, including inclement weather.
- Competent with standard computer software, including MS Word, MS Excel, ESRI ArcView, internet and email.
- Valid insurable driver's license.
- Sufficient skills in GPS and GIS (ArcMap) to record documents and illustrate information.
- Experience working with field-based monitoring and data management techniques.
- Solid technical writing ability.
- Strong communication and collaboration skills.
- Ability and experience managing federal funding contracts.
- Knowledge of the [Stream Evolution Model and Stage 0 Restoration](#)

### **Working Conditions and Physical Effort**

The Restoration Projects Manager will work across field sites in Lane, Douglas, and Lincoln Counties and from an office base in Eugene, Oregon. Many tasks will require significant physical exertion, being outdoors in all weather conditions and on difficult and sometimes hazardous terrain. Some occasional weekend and/or evening work will be necessary. MRT service area includes the McKenzie, Upper Willamette, Siuslaw, Umpqua, and Pacific Frontal watersheds from the mouth of the Umpqua River north to Lincoln City. Travel throughout this service area will be a regular course of business. MRT has a fleet of 3 vehicles (trucks) for use and offers mileage reimbursement at State Government rates for personal vehicle use. This position will be required to tow large equipment on MRT trailers on occasion, transporting skid steer and other large equipment between MRT managed properties (training

will be provided).

The McKenzie River Trust is committed to cultivating an inclusive work environment and providing equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status or any other protected category under federal, state and local law. In accordance with the American with Disabilities Act, requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization. The McKenzie Trust maintains its status as an at-will employer.

### **Organizational Background**

Since 1989, the McKenzie River Trust (MRT) has helped people protect and care for the lands and rivers they cherish in western Oregon. From the Cascade Mountains to the Pacific Ocean, MRT envisions a future in which conservation lands are at the core of community efforts to sustain clean water, abundant fish and wildlife, and diverse natural resource economies. We work at the intersection of ecological systems and human community needs to ensure the health of both in the face of changes in climate and land use. MRT protects over 7,000 acres of land through ownership and conservation easement. Grounded in science, we work collaboratively to heal, restore, and enhance regionally important natural systems, and connect people to places they care about. MRT is based in Eugene, and our work is centered in the upper Willamette River Basin, but we also carry out work in the Umpqua, Siuslaw, and coastal river basins. In 2021 we opened our first field office on the central Oregon coast.

### **On Diversity, Equity, Inclusion, and Justice**

Having invested in staff training in Diversity, Equity, Inclusion, and Justice (DEIJ) for several years, we have recently crafted a DEIJ commitment statement and plan. For over 30 years, the McKenzie River Trust (MRT) has pursued our mission by focusing on habitat diversity and health, river dynamism, and wild landscapes. But we need to more explicitly acknowledge that people and communities have been and continue to be part of these ecosystems and that the helping people part of our mission compels us to ensure that our work benefits and engages all people, not just some. Bringing DEIJ values to bear in our work will support us in maintaining the landscape-scale vision required to address climate resilience and community resilience as we work to maintain the ecological integrity of western Oregon's landscapes. We have work to do. We encourage all candidates, particularly those with diverse backgrounds in culture, education, and professional experience, to apply for this position.

## **TO APPLY**

Please prepare a resume and cover letter describing your interest addressed to **Eli Tome, Director of Conservation**. Send your letter and resume, combined into one PDF no longer than 3 pages total, via email to **jobs@mckenzieriver.org** with **Restoration Projects Manager** in the subject line of your email. *Applicants' materials are redacted for personal information to reduce the potential of bias by hiring managers.*

Employment is contingent upon the successful completion of a background check.

McKenzie River Trust is an Equal Employment Opportunity employer. For more information about us, please visit [mckenzieriver.org](http://mckenzieriver.org)

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### **Hiring Timeline and Process:**

This position will be open until filled, initially posted on January 19<sup>th</sup> 2023. The first review of applicants will begin on February 9<sup>th</sup>, a second review will begin on February 27<sup>th</sup>. MRT typically conducts a remote interview first via zoom, a potential second interview, a writing exercise, and then a final meet and greet with the Conservation Team staff in person, before a formal offer is given. The MRT hiring processes can take up to two months, the Hiring Manager will keep applicants informed of the process throughout.