



Updated April 3, 2023

## Project Director of Restoration – Job Posting

The mission of Truckee River Watershed Council (TRWC) is to bring the community *Together for the Truckee*. We restore, protect, and enhance the Truckee River watershed.

### Learn More.

- If you have questions about TRWC or this position, you can sign up for a strictly confidential 15-minute phone call with Lisa Wallace, Executive Director, or one of our senior staff. Email [lwallace@truckeeriverwc.org](mailto:lwallace@truckeeriverwc.org) with several times you are available, and we will confirm the details:
  - 4/12/2023, 1:00pm – 4:00pm
  - 4/19/2023, 8:00am – 12noon
  - 4/28/2023, 10:00am – 2:00pm
  
- Come to a 30-minute virtual River Talk. River Talks are about our projects (and there is not much time for Q&A). Email [lwallace@truckeeriverwc.org](mailto:lwallace@truckeeriverwc.org) to sign up and we'll send the link:
  - 4/13/2023, 10:00am – 10:30am
  - 4/13/2023, 6:00pm - 7:00pm, in -person
  - 4/20/2023, 9:00am – 9:30am
  - 4/27/2023, 2:00pm – 2:30pm
  
- Explore our website - the “Our Work” pages are often the most interesting to people <https://www.truckeeriverwc.org/our-work/>
  
- Read a few of our enewsletters - these have lots of current info. You can subscribe and/or read back issues here:  
<https://www.truckeeriverwc.org/newsletters/>
  
- Check our feeds on Instagram and Facebook - @trwcnews

### Typical Working Conditions.

The Truckee River Watershed Council is a small team and our approach allows us to be nimble and take ownership of new projects. There are periods we are working with many deadlines – this can be both exciting and stressful.

We work from a small office in the downtown district in Truckee. The position is based in our office. We do not anticipate working remote but, if necessary, we have the means to do so.

We are a dog-friendly workplace. If you are a responsible dog owner and your dog is well-socialized, your dog can come to work with you. Several current staff bring their dogs to the office.

**Examples of Duties** (*this list may not include all of the duties assigned*).

**Summary.** A Project Director works to increase the amount of restored land in the middle Truckee River watershed. They work with the Executive Director and partner organizations to manage 6-10 projects and programs in a given year. They work with project partners to launch restoration projects, establish formal partnership agreements, secure project funding, secure environmental compliance, and implement the projects. Their projects often include multiple partners, complex land-use constraints and jurisdictions, and significant public outreach. They provide complete project oversight and coordination. The Project Director has contractual and expense approval authority up to a significant, specified limit (per that policy). The Project Director will manage one volunteer-based program. The Project Director will have responsibility for assisting local and regional decision-makers with policy issues and initiatives related to our mission.

**Responsibilities and Scope.**

1. Manages 6-10 restoration projects on public lands where the Watershed Council has partner agreements.
2. Manages all aspects of projects at very high level of competency – work will be “QA’ed” but will not require much revision, direction, correction.
3. Leads and manages multi-disciplinary teams of partner staff and consultants to restore land in priority areas, and in all project phases: assessment, design, construction, adaptive management.
4. Initiates projects with landowners/partners to develop benefits and opportunities for long-term conservation and/or restoration on their property.
5. Manages all aspects of grants, contracts, and administrative agreements with project partners and funding agencies at very high level of competency – work will be “QA’ed” but will not require much revision, direction, correction.
6. Thoroughly and accurately implements systems for regular reporting on progress toward restoration goals and project deliverables.
7. Responsible for securing grants from government agencies, foundations, and donors to meet project and program needs.

8. Uses exceptional relationship-building and facilitation skills to create and maintain effective collaborative relationships internally and externally to accomplish program goals.
9. Frequently makes independent decisions based on analysis, experience, and judgment.
10. Demonstrates superior ability to influence and drive results in situations that require buy-in from multiple stakeholders – in almost every situation the Project Director will not have formal seniority or authority but needs to achieve significant ecosystem restoration objectives.
11. Establishes optimal performance standards for the project or program while controlling costs and administering budgets.
12. Negotiates contracts and agreements which bind the Watershed Council legally and financially.
13. Demonstrates exceptional ability to work through conflicting demands of land managers/partners and land uses while maintaining program/project goals.
14. Develops budgets for project costs, including design, permitting, construction, and monitoring, and maintains records of costs and resources associated with all tasks.
15. Works in a fast-paced environment with a multitude of needs and priorities while maintaining very high quality of work.
16. Demonstrates outstanding organization and time management skills to manage multiple critical deadlines.

#### **Minimum Skills and Experience.**

- BA/BS degree in natural resources management, conservation, or another related field.
- Very strong oral, written, and public speaking skills.
- At least 10 years' experience in land conservation, ecosystem restoration, rural land development, or a related field (including related fields in private or government sectors).
- Completion of at least three (3) large scale habitat restoration projects (or projects of comparable scale in private or government sectors), with a preference for projects in forests, meadows, or stream ecosystems.
- Experience working with a wide range of professionals, such as local and regional government, resource agency staff, regulatory agency staff, landowners, consultants, contractors, and funders, as well as donors and volunteers.
- Experience negotiating complex agreements.
- Demonstrated experience raising grant funds from government agencies, private foundations, businesses, and donors; secured at least \$2.5M in the past 5 years. (If your experience is the private or government sector, demonstrated

experience in securing equivalent funding/financing levels. If your experience whether non-profit, government, or private sector, is in a state other than California, we'd like to see that you have secured at least \$1M in funding/financing in the past 5 years.)

- Experience in developing and managing multiple projects and timelines.
- Proficient with most current office, technical, and presentation software applications.

**Salary, Benefits, Schedule.** This is a full-time exempt position eligible for health insurance, Paid Time Off, paid holidays, and retirement contribution. Salary ranges from \$80,000 to \$95,000. Normal business hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. Occasional evening and weekend work will be required as job duties demand.

**Supervision.** The Project Director reports to the Executive Director.

**To Apply.** Send a single PDF with your package to [info@truckeeriverwc.org](mailto:info@truckeeriverwc.org). The PDF package should include:

- Resume, with:
  - a list of your completed large-scale restoration/equivalent projects.
  - a list/description of the funds/financing you have secured in the past 5 years.
  - three professional references.
- Cover letter highlighting your experience and your interest in the position.

The position will remain open until filled and we will start interviewing early May 2023.