



Job title	<i>Project Manager</i>
Reports to	<i>Executive Director</i>
Type	<i>Full time salary</i>
Closing Date	<i>September 12, 2016</i>

About Montana Aquatic Resources Services

MARS is a 501(c)(3) nonprofit organization founded in 2011 in response to the rapid loss of aquatic resources across the state. Originally formed for the purpose of sponsoring the Statewide In-Lieu Fee Mitigation Program, MARS has and continues to develop other programs that pursue innovative solutions to aquatic resource challenges and fit within our mission. ***Our mission is to restore, enhance and preserve Montana's aquatic resources to maximize their ecological function into the future.***

Job purpose

MARS is looking for a Project Manager that believes strongly in and shares our vision to raise the bar to protect and conserve Montana's precious stream, river and wetland resources. The position of Project Manager (PM) has the primary responsibility for managing and executing existing stream and wetland mitigation projects and developing new projects, through networking with private landowners, agencies, NGOs, and land trusts. The Project Manager will market MARS' mission, programs and projects in close coordination with the Executive Director.

Duties and responsibilities

Project Management Responsibilities:

- Coordinate with diverse project partners within Watershed Districts where MARS is obligated to implement mitigation projects
- Provide monthly report to MARS Chair and Program Committee of ongoing project status
- Successfully manage projects, including personnel, budgets, contractors and schedules to meet or exceed project goals and project partners' expectations
- Prepare environmental permit applications, mitigation plans and designs, environmental assessments, and technical monitoring reports
- Remain current on environmental regulations and their application, mitigation crediting procedures, and both stream and wetland mitigation and construction practices
- Maintain professional relationships with regulatory personnel, prospective partners, and other natural resource professionals

Program Support Responsibilities:

In-Lieu Fee Program (60%)

- Assist Executive Director in future planning and identification of suitable stream and wetland mitigation projects to fulfill mitigation responsibilities
- Prepare Amendments and Mitigation Plans to MARS ILF Instrument and in compliance with the Corps/MARS for ILF project process coordination
- Work with consulting firms, Corps personnel, and 404 permit applicants to identify credit sale opportunities to ensure growth of the ILF program in all Montana watersheds
- Assist in coordinating and developing Interagency Review Team (IRT) relationships, training, and review process
- Assist MARS Board and Staff in hiring contractors and consultants necessary for implementing mitigation project plans
- Develop project success criteria and monitoring protocols specific to each mitigation site
- Perform long-term monitoring for wetland and stream restoration projects and annual inspection of MARS Deed Restriction sites

Channel Migration Easement Program (40%)

- Implement MARS Channel Migration Easement (CME) Program, communicate and coordinate with MARS Board/Staff and potential MARS CME project partners including the Yellowstone River Conservation Districts Council, local Conservation Districts, land trusts, agency and nongovernmental organization partners, and landowners
- Communicate with land trusts and agencies regarding their interest in holding CMEs on MARS' behalf and to assist in exporting the CME model statewide
- Coordinate with partners and agencies in the development of ecosystem crediting and accounting systems (ECAS), including but not limited to, a statewide nutrient trading program and partnership
- Long-term compliance monitoring for easements and deed restrictions
- Assist the Executive Director and MARS Board in planning for and identifying new non-ILF projects consistent with MARS' mission and strategic plan

Qualifications

Skills:

- Commitment and genuine passion for conservation of Montana's aquatic resources
- Ability to work in long-term collaborative relationships with multiple stake-holders
- Demonstrated success for building community consensus around controversial issues
- Ability to work on multiple complex tasks and to complete those tasks on schedule
- Ability to work under the supervision of the Executive Director and a diverse Board of Directors while independently setting goals, work schedules, and identifying tasks to complete project objectives
- Excellent interpersonal, verbal and written communication skills (please provide sample)
- Strong public speaking skills
- High attention to detail, responsive and organized

Desirable Skills:

- Proficiency in use of GIS and Microsoft Office software, including electronic document preparation
- Stream and wetland restoration design and permitting
- Wetland delineation certification (not required)

Education:

- Applicants for this position should possess an advanced graduate degree, (M.A., M.S., or equivalent) in a field relevant to stream and wetlands restoration (e.g. fish and wildlife management, natural resource management, hydrology, environmental engineering, biology, environmental studies), preferred but not required. A combination of Bachelors degree level education in the above fields and work experience in those disciplines that relate directly to this position's responsibilities will be considered.

Specialized knowledge:

- Thorough understanding of wetland and stream function and restoration project management
- Thorough understanding of Federal, State, and local environmental regulations and permitting requirements (e.g., Clean Water Act, Endangered Species Act, National Environmental Policy Act, Montana Natural Streambed and Land Preservation Act, etc.)

Experience:

- Ten or more years of experience working in the fields of stream or wetlands conservation or restoration, or natural resource management; experience in project management and/or contract administration, grant-writing and budgeting; and, work-unit based leadership experience (e.g. oversight of contractors, employees, and project partners.)

Working conditions, Compensation and Benefits

MARS believes in promoting a positive and fun work atmosphere that allows flexibility to balance both work and personal life. Position will involve periodic travel across the state of Montana. Salary is competitive and commensurate with experience. MARS offers a health savings account stipend, paid vacation and sick leave, and paid holidays.

Please submit a cover letter, resume, and writing sample via email to:

Wendy Weaver, Executive Director

wweaver@montanaaquaticresources.org

Posting available online at <http://montanaaquaticresources.org/employment/>