



Mid Sound Fisheries  
Enhancement Group

Salmon Habitat  
Restoration Project Manager  
Position Announcement

Make a real difference in your community working for a successful nonprofit with lots of growth opportunity. Work both independently and as part of a team to build new programs and manage projects. Balance working in the field and working from your home/office.

We are looking for a self-starter that wants to help us restore salmon habitat and recover salmon populations in Central Puget Sound. Mid Sound Fisheries Enhancement Group (MSFEG), a nonprofit, is hiring a restoration project manager to work with partners in both King and Kitsap Counties to restore Puget Sound shorelines and freshwater streams for salmon and ecosystem recovery.

We have been so successful recently in developing new projects and securing new funding that we need a second Restoration Project Manager to help move projects forward. This position will have a geographical focus on the Central Puget Sound shorelines in both King and Kitsap Counties and the freshwater streams in eastern Kitsap County.

You will build on our successes and help lead us forward, growing our organization to better serve the needs of salmon and the communities that surround them. You are as comfortable walking a stream to assess its potential for new restoration projects as you are managing contractors who are ripping out shoreline armoring. You enjoy working with people whether through representing Mid Sound at salmon recovery partner meetings, talking with private landowners about restoration, or coordinating with engineers on project design. You are excited to be on the ground floor of developing Mid Sound's nearshore restoration program in central Puget Sound, and also to work on developing new stream restoration projects on priority streams in Kitsap county.

This position has significant opportunity for growth as you gain experience and help us bring in more funds to do work.

If you would like to help us make a difference for salmon and our community, have expertise in developing and implementing habitat restoration projects, and enjoy building partnerships with other organizations and volunteers, send a letter of introduction and your resume to: [jeanette@midsoundfisheries.org](mailto:jeanette@midsoundfisheries.org).

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**Position Title:** Restoration Project Manager

**Supervised by:** Executive Director

**Full-Time:** typically Monday-Friday, 40 hours per week, some evenings and weekends

**Salary and Benefits:** \$24 -\$30 per hour depending on experience. Benefits include vacation and holiday pay, retirement match, and health insurance.

**Work Location:** King and Kitsap Counties, in normal times work from office located at Magnuson Park in North Seattle but currently all staff are working from home to prevent the spread of the virus. Must also be able to conduct field work at sites when necessary.

**Send Letter and Resume to:** [info@midsoundfisheries.org](mailto:info@midsoundfisheries.org)

**Deadline:** Open until filled. Priority given to applications received by 8/31/20.

**QUALIFICATIONS:**

1. Minimum education: Bachelor's degree in related field;
2. 3+ years relevant work experience in funding/implementing salmon habitat restoration projects, managing consultants and contracts, grant writing, and landowner/stakeholder outreach
3. Ability to perform physical labor in all weather conditions including hiking, wading in streams, planting trees and lifting up to 50 lbs.;
4. Access to personal vehicle and ability to travel for work, sometimes in evenings or weekends (reimbursed for mileage at the current WA State rate).

**DESIRED SKILLS AND KNOWLEDGE:**

1. Knowledge of salmon habitat and habitat forming processes, restoration techniques, streamside native plants, and Pacific Northwest ecosystems.
2. Nearshore habitat processes and project expertise
3. Proven leadership skills, ability to communicate clearly, and able to develop a collaborative working environment amongst staff, partners, community members and stakeholders;
4. Exceptional written and oral communication abilities;
5. Organized, self-motivated and strong attention to detail;
6. Excellent problem-solving skills.
7. Comfortable working with people from diverse backgrounds;
8. Proficient in using computers to write reports and grant proposals, track data and budgets, use project management software, communicate with others through email or video conferencing, prepare and give presentations, and other tasks as needed;
9. Ability to develop and track project budgets and schedules.
10. Ability to work productively both alone and in teams. Can be self-directed but also effective at working collaboratively with others;

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## **RESPONSIBILITIES:**

Restoration Project Managers identify new habitat project opportunities, work with landowners and partners to secure support and funding for projects, manage funded projects, and monitor and maintain completed projects to ensure that organizational and salmon restoration goals are met. A majority of the funding for this position is grant funds which the manager is expected to help secure to maintain future funding for the position.

### Identify and develop priority habitat restoration projects.

- Work with Executive Director to identify project partners in priority areas of our range. Work with partners and landowners to identify potential projects.
- Develop and implement outreach and landowner recruitment strategies to find new projects with willing landowners in prioritized areas.
- Put together funding strategies, with support from Executive Director. Actively pursue potential funding sources for high priority projects. Write and submit applications for funding.
- Support landowners to understand the timelines, requirements and processes of potential funding sources.

### Coordinate implementation of restoration projects.

- Develop and manage project timeline and budget in cooperation with the Executive Director. Ensure the project is on schedule and within budget.
- Coordinate and attend technical or coordination meetings for projects as needed.
- Conduct competitive bid processes, hire, and supervise subcontractors (project engineer, construction contractor, etc.) Initiate and review professional services and construction contracts.
- Acquire all necessary permits, landowner agreements, and utility access for projects. Coordinate with landowners to obtain possible donations.
- Maintain project files for each project (e.g. transcripts of all communication, budget, etc.) consistent with internal policies.
- Maintain updated contact lists and regularly communicate progress to partners, funding agencies, the Board, and Executive Director.
- Prepare grant reporting to funding agencies, and work with Operations Director on billing submittal.
- Help organize community outreach/engagement events such as volunteer plantings or construction project ribbon cuttings.

### Other duties

- Assist in preparation and delivery of presentations to partner and community groups and provide content for newsletters.

- Assist with education and outreach as needed.
- Represent Mid Sound at assigned partner coordination meetings.
- Attend Board/Staff meetings, Strategic Planning retreats, and fundraising events.
- Keep accurate records of time and travel and submit paperwork such as timesheets and reimbursement requests in a timely manner.
- Other duties as may be required to meet team and organizational goals