



## Restoration Project Manager Job Description

The Western New York Land Conservancy is an accredited, regional not-for-profit land trust that permanently protects land with significant conservation values in Western New York for the benefit of future generations. We envision a future in which open spaces, wildlife habitat, working lands and scenic beauty are cherished and protected as part of the landscape and character of Western New York.

The Western New York region is home to some of North America's most important natural treasures. Our region encompasses two Great Lakes (Lake Erie and Lake Ontario), Niagara Falls, and the Niagara Gorge. The region includes the Appalachian foothills in the south, vast networks of meandering rivers and streams, and impressive stretches of forests. Our farm soils are some of the most fertile and productive in the world. All of this natural wealth surrounds cities and villages that are becoming more vibrant each year. The Land Conservancy's programs gives our staff opportunities to work in all of these places, and more. For more information about our work, please visit: [www.wnylc.org](http://www.wnylc.org)

**Overview:** The Restoration Project Manager's primary responsibility will be to serve as project manager for the Restore the Gorge project. The Restoration Project Manager will also develop, oversee, and / or assist with additional new habitat restoration projects. This position will help achieve the conservation goals in the Land Conservancy's five-year strategic plan.

**Title:** Restoration Project Manager

**Employment Type:** Exempt, full time, 37.5 hours per week

**Reports to:** Deputy Executive Director

**Application Deadline:** Open until filled

**Tentative Start Date:** ASAP

**Salary:** \$50,000 – \$60,000, based on experience

**Benefits:** Simple IRA match, generous health insurance, paid vacation, holidays, and sick days

**Location:** Based in the East Aurora or Buffalo office

The Restore the Gorge project is one of the most important and high-profile projects that the Land Conservancy has ever undertaken. It is a multi-million dollar, multi-year effort to control non-native invasive plant species and restore native plant communities on nearly 200 acres of the Niagara Gorge near Niagara Falls, one of the most biodiverse places in the entire Great Lakes region. The project began in 2017 and is currently funded through 2022. We will continue to seek additional funding in order to expand the geographic scope and timeframe of the project.

## **Responsibilities**

Project management of Restore the Gorge (primary responsibility and majority of time)

- Oversee all aspects of the Restore the Gorge project including project planning, permitting and environmental review, contractor management, developing RFPs and selecting contractors, community engagement and outreach, grant writing and reporting, and project team coordination.

Expansion of Land Conservancy Restoration Projects

- Develop new habitat restoration projects on properties protected by the Land Conservancy and on other properties throughout the region.
- Oversee or assist with land management activities on land protected by the Land Conservancy and other places in the region. Land management activities may include, but are not limited to, habitat restoration, preserve management, and public access improvements.

Organizational meetings and activities

- Participate in Land Conservancy committee meetings and Board meetings as appropriate.
- Participate in regular staff and planning meetings.
- Participate in outside meetings and committees.
- Assist with other Land Conservancy activities including nature hikes, events, photography, community presentations, fundraising, and grant writing.

## **Qualifications:**

- A deep passion for conservation and the Land Conservancy's mission.
- A Bachelor's degree in a relevant scientific field is required, an advanced degree is preferred.
- Professional experience in restoration, ecology, and conservation is required.
- Experience with invasive plant species control is required.
- Demonstrated project management experience including supervision of contractors, coordination of regulatory agency permits and approvals, and budget oversight.
- Experience with native plants in the Western New York region is preferred.
- Ability to manage multiple, simultaneous projects, and coordinate with numerous partners.
- Superb written and oral communication skills.
- Ability to thrive in a fast-paced environment.
- Strong interpersonal skills, diplomacy, patience, and a sense of humor.
- Strong proficiency with Microsoft Office and Google programs is required.
- A strong work ethic and willingness to work flexible hours, including nights and weekends.
- Ability to work independently with a high level of accountability and attention to detail.
- Ability to inspire and work with staff, Board of Directors, community partners, members, and volunteers.
- A commitment to excellence, teamwork, continuous learning, and creativity.
- Ability to maintain confidentiality and show sensitivity to donor information and relationships.

- Willingness to travel throughout Western New York as needed. Valid driver's license required. Willingness to use personal vehicle for travel (reimbursement provided).

**To Apply:**

Please email a cover letter, resume, and contact information for three references to [jobs@wnylc.org](mailto:jobs@wnylc.org) with "Restoration Project Manager" in the subject line. Applications are only accepted electronically. No phone calls please. **The Land Conservancy is accepting applications until November 22, 2019, or until the position is filled.** The Western New York Land Conservancy is an equal opportunity employer.