



PROJECT MANAGER

Job Description

Positions based in Seattle (1) and Ellensburg, WA (1)

About Washington Water Trust

Washington Water Trust (WWT) is a 501(c)(3) nonprofit leader in river and stream flow protection. Our mission is to protect and restore healthy rivers and streams across Washington so that fish, farms and communities can thrive for generations. We craft smart, collaborative and durable solutions to our freshwater challenges. For more information: www.washingtonwatertrust.org and our most recent annual report <https://www.washingtonwatertrust.org/wp-content/uploads/2021/03/WWT-2020-Annual-Report.pdf>.

The WWT project team has decades of collective experience in water resource management in Washington state. WWT is a leader in water rights and water law, stream flow restoration, multi-stakeholder engagement, implementation of instream flow projects, water banking and large-scale water conservation projects.

Our project team is in a period of dynamic growth as we respond to worsening water resource shortages in watersheds across the state that are being amplified by climate change. Looking forward, WWT is seeking to grow our impact through scaled up use of traditional water transactions as well as strategic initiatives to restore flows through natural systems storage, managed aquifer recharge and use of new water sources such as recycled water. WWT values a collaborative team environment, built on respect for each other as well as the people, colleagues and communities with whom we work.

The Positions

There are two Project Manager positions available, one each out of our Ellensburg, WA and Seattle, WA offices. Other locations within the state may be considered. The positions are full-time exempt, located in Washington state and supervised by a Program Director.

WWT seeks a team-oriented, motivated and resilient Project Managers with a passion for rivers and streams. The Project Managers will partner with landowners, tribes, conservation districts, land trusts, as well as local, state and federal agencies to implement and fund innovative programs/projects with lasting benefits to endangered fish, streams and local economies. We are seeking candidates who embrace a collaborative approach and hold a technical and social skill set to deliver high quality outcomes. Candidates should have an interest and enthusiasm for living and/or working in rural communities.

WWT has three levels of project positions (Project Associate, Project Manager and Senior Project Manager) that are based on levels of prior work experience, education and highly specialized or unique skill sets. While this job announcement is for Project Manager, we will consider those candidates who possess the qualifications for a Senior Project Manager. Senior Project Manager candidates will hold at least 10 years of combined professional and graduate level experience and be responsible for: independent management of a project portfolio, programmatic fund development, budget management and coordination of project teams.

Duties and Responsibilities

- **Project Management:** Manage multiple projects with attention to time management, grant/contract requirements, budget development, project metrics, team communication and timely provision of deliverables.
- **Project Development:** Research water rights, local hydrology and ecological needs to strategically direct efforts, prioritize stream restoration opportunities and develop flow restoration projects.
- **Coalition/Team-building:** Develop effective working relationships to build projects with water rights holders, public agencies, tribes, local governments, conservation districts, irrigation districts and salmon recovery funders in WWT's targeted basins.
- **Outreach:** Develop and implement outreach strategies based on instream flow needs.
- **Communications:** Provide effective written and oral communications to diverse audiences, from highly technical to the general public.
- **Negotiation:** Negotiate contracts, agreements and water transactions.
- **Monitoring:** Participate in WWT compliance monitoring duties; analyze, report and track project and program outcome metrics; and coordinate with staff to maintain project database.
- **Fundraising:** Work with our fundraising staff to identify and pursue new funding for projects/programs.
- Other duties as assigned.

Skills and Attributes

- Knowledge of and/or ability to learn
 - western water rights laws
 - environmental regulatory permitting
 - conservation markets and or easements
 - ArcGIS or equivalent GIS software, digital cartography, and spatial analysis
 - Microsoft Suite and ability to learn and use project management software (i.e. SmartSheets)
- Demonstrated experience managing conservation projects
- Strong communication skills: written, verbal, interpersonal
- Self-directed, entrepreneurial and a critical thinker, with the ability to identify and develop new opportunities for the organization with creative problem solving
- Familiarity with one or more of the following: fisheries science, watershed science, western water management, watershed-based flow restoration techniques and/or agricultural practices

Experience and Education

- Bachelor's degree or equivalent experience in natural resources, or a related field is required; graduate degree or equivalent experience in natural resources or a related field is a plus.
- At least 4 years' work experience in a natural resource management or related field, or equivalent combination of graduate school and professional experience.

Working Conditions

Employees may be asked to work occasional non-standard hours, including evenings and weekends. Staff must hold a valid, insurable driver's license/record and be willing to travel throughout Washington. Currently and during this public health pandemic, our offices are open on a limited basis to those who have been fully vaccinated. For the foreseeable future, we are primarily operating from remote home offices.

This job requires frequent use of computers. For remote work, employees must maintain a workspace with an internet connection where they can reliably perform work during scheduled work hours.

We are a completely COVID-19 vaccinated staff team and would require proof of vaccination for any new hire, in order to protect the health of our WWT Team, our families and communities.

Salary and Benefits

WWT offers competitive compensation commensurate with qualifications and experience. The salary range for these positions is \$55-\$80,000, depending on experience.

We also offer a generous benefits package which includes:

100% paid health, vision, and dental insurance; 12 paid holidays; 3 weeks paid vacation (4 weeks after two years employment), paid sick leave and retirement contributions. As allowed by the needs of WWT work responsibilities, flexibility in scheduling may be available.

To Apply

Washington Water Trust encourages people of color, those from under-resourced communities, LGBTQ+, and others with diverse perspectives and experiences to apply. Please submit a cover letter and resume which addresses the skills and attributes needed for this job. Please also provide a brief technical writing sample as well as an example of a communication to a non-technical audience. Total of both examples is not to exceed 4 pages. Please note in your cover letter which office-Ellensburg or Seattle you prefer or if you are open to either location (BOTH).

Email cover letter, resume, and a brief writing sample as PDF with **WWT Project Manager Application-Your Full Name-Office Location** in subject line, to:

Raquel Espinosa, Administrative and Financial Director
Washington Water Trust
1500 Westlake Ave N, Suite 202
Seattle, WA 98109
jobs@washingtonwatertrust.org

Applications review to begin October 12th. Positions are open until filled.

We are utilizing a blind recruitment process. All applications will have the following information redacted prior to review and selection of interview candidates: *photos, applicant name, gender identity, email, address, phone number, social media/links, University or College names, school names, locations, race or ethnicity, sexuality, religion, marital status or hobbies & interests.* After candidates are selected for interview, applications without redaction, will be provided to the hiring team.

Diversity, Equity, and Inclusion

WWT staff and board are currently engaged in work to examine ourselves, our organization and our mission with a Diversity, Equity and Inclusion (DEI) DEI lens. Our intention is to embrace DEI principles as a core value that drives our inner work culture, our relationships with partners and our work.

WWT is an equal opportunity employer. It provides equal employment opportunities without regard to race, color, creed, national origin, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, physical disability, honorably discharged veteran or military status, parental status, political ideology, genetic information or any other protected status in accordance with applicable federal, state and local laws. This applies to candidates for employment as well as those currently employed. Equal opportunities will also be applied with respect to promotions, transfers in assignment, training, demotions, rates of pay and other forms of compensation, layoffs, terminations and all other conditions of employment.

WWT is committed to maintaining a work environment free from intimidation, coercion or harassment, including sexual or discriminatory harassment based on any protected status.

Posted 9/20/21