Montana Aquatic Resources Services
Project Manager Position Description

<table>
<thead>
<tr>
<th>Job title</th>
<th>Project Manager</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Executive Director</td>
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<tr>
<td>Type</td>
<td>Full time salary</td>
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<tr>
<td>Closing Date</td>
<td>Until Filled</td>
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Summary Statement: The mission of Montana Aquatic Resources Services (MARS) is to restore, enhance and preserve Montana’s aquatic resources to maximize their ecological function into the future. MARS works to bridge the gap between impact and restoration of aquatic resources through collaboration and partnership with public and private land managers and reliance upon local knowledge and professional expertise. As an organization, MARS assumes the responsibility to mitigate impacts by providing specialized, efficient, and timely services towards high quality, ecologically significant restoration projects.

Project Manager Role: The project manager’s role is to support MARS’ mission through the administration and oversight of restoration and mitigation projects. This includes planning, implementation and long-term project management. In addition, project managers are expected to identify new project opportunities. The project manager works closely with private landowners, agencies, NGOs, and land trusts and must possess strong communication, relationship building and team skills. The Project Manager role requires strong organizational and time management skills, an exceptional attention to detail, advanced writing and compositional skills, and an ability to think critically. As part of the MARS team, the Project Manager may also periodically be asked to support other organizational activities related to fund raising, marketing and grant development. The Project Manager reports to the Executive Director and is expected perform the following duties:

General Responsibilities:
- Serve as a steward of the organization and its mission
- Operate as a team player, prioritize effective communication and working relationships
- Behave professionally and respectfully
- Provide excellent client services
- Roll with the punches and keep on kickin’

Organizational Support
- Support and engage in relationships with Board members and the Board operations
- Support organization outreach activities
- Support organization donor cultivation and fund development activities
Project Manager Responsibilities

Project Planning:
• Responsible for outreach and site visits to potential partners, contacts, and landowners
• Responsible for desktop and feasibility analysis of projects
• Responsible for project analysis and prepare project concepts and plans
• Responsible for completion and submission of proposed site plans and agency correspondence
• Responsible for development of project budgets

Project Implementation and Long-Term Management:
• Responsible for developing and submitting site plans and necessary permitting
• Responsible for developing project success criteria and monitoring protocols
• Responsible for developing and tracking project budgets and subcontractors
• Responsible for coordinating and supporting sub-contractors
• Responsible for overseeing project delivery and construction
• Responsible for completing annual monitoring and review of annual report
• Responsible for tracking credit accounting
• Responsible for managing and project scope and deliverables for contracted work

Professional Development:
• Responsible for remaining current on environmental regulations and their application, Final Mitigation Rule, In Lieu Fee program procedures, and both stream and wetland mitigation and construction practices
• Responsible for developing annual professional development plans to increase leadership skills, technical abilities and organizational capacity

Minimum Qualifications:
• Bachelor of Science in ecological restoration, engineering, resource management, environmental science, environmental planning or policy
• 5 years minimum experience or equivalent in professional experience in wetland and stream mitigation and/or restoration
• 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.)
• GIS experience
• Ability to work independently setting goals, work schedules, and identifying tasks
• Strong interpersonal, verbal, written communication, and technical writing skills
Desired Qualifications:

- Advanced degree in above science and engineering fields
- Additional professional certifications such as project management, wetland delineation or stream certifications
- Experience with the Montana Wetland Functional Assessment Method, Montana Stream Mitigation Protocol, or other wetland and stream functional assessment methods
- Experience with a variety of wetland and stream monitoring protocols such as the Visual Assessment Method, Point-Intercept Method, Greenline Method, etc.
- Experience working in rural and agricultural settings
- Experience writing and/or monitoring conservation easements
- Experience and relationships with landowners, land trust, government agencies, and conservation NGO’s

MARS believes in promoting a positive and fun work atmosphere that allows flexibility to balance both work and personal life. Position will involve frequent travel across the state of Montana. Although MARS is headquartered in Livingston, candidates residing in north, central, and eastern Montana will also be considered. Salary range is expected to be $45,000-$55,000 per year commensurate with experience. MARS contributes approximately $500 in monthly stipends toward retirement and health savings accounts, and offers paid time off, and holidays.

If you are interested in this position, please submit a cover letter and resume via email to:
Wendy Weaver, Executive Director
wweaver@montanaaquaticresources.org

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