Job Description

Job Title: Maunalua ARRA Project Manager, Hawaii Program
Job ID: 11236
Location: Hawaii
Regular/Temporary: Regular

ABOUT US
The Nature Conservancy is the world’s leading conservation organization, working in all 50 states and more than 33 countries. Founded in 1951, the mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.

ESSENTIAL FUNCTIONS
The Maunalua ARRA Project Manager will serve as the lead project administrator of a $3.4 million federal award made on June 30, 2009 to The Nature Conservancy (TNC) by the United States National Oceanic and Atmospheric Administration (NOAA) under the American Recovery and Reinvestment Act (ARRA) of 2009. This position will run through June 30, 2011 at which time the project is expected to end. Through the “Maunalua Bay Reef Restoration Project,” TNC will work with community, private, state, and federal partners to implement a large-scale invasive alien algae removal program as the necessary first step to restore habitat in the Kuli’ou’ou reef flats of East Honolulu’s Maunalua Bay. This TNC-led project will create 73 new jobs while working to restore healthy coral reef habitat in the Bay, and will be implemented in close partnership with Malama Maunalua, a local grassroots organization. The project will provide significant ecological benefits and transform current small-scale community-led alien algae removal efforts into a large-scale project employing approximately 60 field workers. TNC’s field-based removal efforts will be complemented by Malama Maunalua’s focused public education and outreach campaign and by volunteer removal efforts at four sites. It is anticipated that the project will be the focus of close and regular attention, interest, and scrutiny by numerous parties: U.S. government leaders, auditors, and federal grants officers; elected officials and members of Congress (including the Hawai’i delegation), TNC leadership, residents and community leaders living in Maunalua Bay, U.S. taxpayers, and public interest groups.

The Maunalua ARRA Project Manager will serve as the primary internal point-of-contact within TNC on all aspects of the administration of the ARRA award, and will be held accountable for directing, supporting, and ensuring the appropriate administration and performance of all aspects of the ARRA award project management and evaluation. S/he will also serve as the principle contact on behalf of TNC with NOAA and other U.S. government agencies (in particular, with federal grants management officers and representatives from the NOAA National Marine Fisheries Service Community-based Habitat Restoration Program) regarding the effective and timely administration of the award, including project implementation and evaluation, financial management, and federal award reporting. The Manager will also serve as the principle contact on behalf of the TNC Hawai’i Chapter in working and ensuring compliance with ARRA award guidance with: (1) members of the TNC Hawai’i financial management team; (2) members of TNC Hawai’i senior leadership; (3) TNC Worldwide Office (headquarters) financial management and government relations/federal liaison staff; and (4) other TNC project staff under the seven TNC-led NOAA ARRA Stimulus Funding Award Projects nationwide.

The Maunalua ARRA Project Manager will work on a daily basis with the two designated ARRA Project Coordinators at TNC and Malama Maunalua, who direct and are responsible for ensuring the daily, on-site (field based) implementation of all project activities. The Manager will work closely in coordination with the two Project Coordinators to ensure appropriate, complete, proper and timely project administration, including contracting, budget execution, financial management, progress and financial reporting, and regular project progress evaluation.

The Project Manager will be supervised by the TNC Marine Program Director.
BASIC QUALIFICATIONS

• BA/BS degree and 5 years professional experience or equivalent combination of education and experience.
• Experience managing complex or multiple projects, including staffing, workloads, and finances under deadlines.
• Experience managing and/or awarding federal grants including knowledge of federal financial rules and regulations, proven ability managing federal contracting, procurement, and sub-award processes, and demonstrated compliance with and/or oversight of federal award terms and conditions.
• Experience in federal financial and progress reporting.
• Supervisory experience.

HOW TO APPLY

Please complete an online application by July 24, 2009 and upload a cover letter and resume as one document. Cover letter must address how you meet the 5 basic qualifications listed below.
All sections of online application must be completed (e.g. work experience and education, even if information is included in resume) to be considered for a position.

EOE STATEMENT

The Nature Conservancy is an Equal Opportunity Employer.