The Nature Conservancy

JOB DESCRIPTION

JOB TITLE: KANEHOE PROJECT MANAGER
JOB FAMILY: Conservation
JOB NUMBER: 450005 (Conservation Practitioner V)
SALARY GRADE: 6
FLSA STATUS: Exempt

BASIC QUALIFICATIONS

- BA/BS degree and 5 years experience in marine resource management or equivalent combination of education and experience. Advanced degree preferred.
- Experience managing complex or multiple projects, including staffing, workloads, finances, and partnerships under deadlines.
- Supervisory experience.
- Experience communicating with the public, politicians, community, and media.
- Experience managing Hawaiian marine flora and fauna and aquatic invasive species.
- Experience using common software applications such as Word, Excel, Web browsers, etc.

ESSENTIAL FUNCTIONS:

The Kaneohe Project Manager (Project Manager) develops, manages, and advances conservation and partnership programs for the Conservancy’s Kaneohe project, encompassing Kaneohe Bay, the Heeia wetlands, and surrounding biological and human communities. The Project Manager is directly responsible for and supervises staff working on the Conservancy’s Super Sucker program, our partnership with the State’s Super Sucker and urchin programs, and the Heeia community partnership. In addition, the Project Manager is responsible for expanding the partnership to include other windward communities, government agencies, and partners as necessary for project success.

The Project Manager will also:

- Coordinate with senior TNC staff and the State Department of Land and Natural Resources on overall program priorities, funding, staffing, and other programmatic needs to ensure close coordination on program direction and implementation;
- Serve as the primary advocate for the Kaneohe project and, as such, must communicate regularly and effectively with TNC staff at all levels, TNC Board members, project partners, government agencies, and funders in person and in writing about the project’s potential, challenges, and successes in a way that ensures continued support.
- Be responsible for building strong local community support for the Kaneohe Project;
- Secure and ensure compliance with all necessary permits (if any);
- Assist with public and private fundraising as necessary to maintain operations;
- Coordinate with TNC’s Marine Science team and the State’s monitoring team to ensure appropriate monitoring of the effects of the Super Sucker operation;
- Set and adjust program direction as needed to meet current requirements;
- Schedule and lead educational field trips, including donor trips, and communicate effectively with all levels of TNC staff, partners, donors, politicians, community members, and other visitors;
- Provide frequent reports and progress updates in writing and in person to senior TNC staff, Philanthropy staff, Board members, donors, partners, and others.
- Coordinate with State partners and the community on the State’s urchin culture and outplanting program.

Generally, the Project Manager also provides leadership and support for the overall Marine Program by:

- Advocating effectively both internally and externally for marine conservation in Hawaii;
• Understanding and addressing critical threats to tropical marine systems;
• Fostering cross-site learning among TNC staff and the Hawaii conservation community;
• Developing and implementing innovative and effective conservation strategies to address key threats to marine systems;
• Keeping abreast of political and societal views on environmental affairs, and effectively advocating for TNC priorities in the face of changing political and societal landscapes;
• Employing a full range of tools and implementing a variety of strategies to secure public and private support for TNC conservation priorities; and
• Developing strong local community support for marine conservation.

REQUIRED KNOWLEDGE AND SKILLS:
• BA/BS degree and at least 5 years experience in marine resource management or equivalent combination of education and experience.
• Ability to make sound decisions on legal, financial, conservation and compliance issues.
• Knowledge of marine management, conservation practice, aquatic invasive species management, and conservation science.
• Ability to explain conservation practices to technical and non-technical audiences.
• Ability and willingness to apply science to decision-making to guide activities.
• Ability to communicate and work closely with scientists.
• Ability to work with media and influential officials, especially governments, to improve Conservancy program outcomes.
• Familiarity with principles of native and invasive marine species and resource management, science, and practice.
• Knowledge of ecological management principles.
• Knowledge of current trends and practices in conservation, marine management, and natural resource preservation.
• Demonstrated experience communicating effectively with the public and/or media.
• Demonstrated ability to complete tasks independently with respect to timelines.
• Ability to manage time and diverse activities under deadlines while delivering quality results.
• Working knowledge of common software applications (e.g.; Word, Excel, Web browsers).
• Excellent communication skills via written, spoken, and graphical means.

COMPLEXITY/PROBLEM SOLVING:
• Coordinates multiple projects with several variables, setting realistic deadlines and managing timeframes.
• Interprets guidelines, evaluates information, and modifies processes to adapt to changing circumstances.
• Compiles data, resolves disparities, and modifies processes to generate plans.
• Resolves routine issues independently, consulting with supervisor to develop plans for resolution of complex and unusual problems.
• Cultivates and develops creative ideas to improve conservation strategies.
• Applies diversified knowledge of scientific principles and practices to a variety of assignments.
• Negotiates complex agreements in political environments.
• Identifies and disseminates lessons learned, best practices and methods, tools, consistencies and inconsistencies across plans and projects.
• Ensures program accountability and legal compliance.

DISCRETION/LATITUDE/DECISION-MAKING:
• Ability to make sound decisions for TNC.
• Makes independent decisions based on analysis, experience, and judgment.
• Performs tasks with minimal supervision.
RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:
• Manages multi-disciplinary administrative and professional staff, with responsibility for performance management, training, and career development. Establishes clear directions and sets stretch objectives.
• May need to gain cooperation from outside parties to accomplish program goals.
• Financial responsibility may include working within/managing a budget to complete projects, negotiating and contracting with vendors, assisting with budget development, and meeting fundraising targets.
• Ensures program compliance with internal policies and external requirements.
• Establishes and maintains optimal standards of performance for the department and program while controlling costs and administering budgets.
• Responsible for ensuring that public and private funds are raised to meet program needs.

COMMUNICATIONS/INTERPERSONAL CONTACTS:
• Networks with diverse groups, including landowners, local communities, conservation partners, government officials, donors, board members, and the general public to develop support for the Conservancy and publicize Conservancy efforts.
• Provides a variety of information to staff and others, contributing to conservation projects and assisting workflow throughout the organization.
• Works and communicates effectively with a diverse group of people, including scientists, senior staff, community and government partners, and others, providing and obtaining needed information.
• Collaborates with a wide range of conservation partners to identify research needs, present technical concepts at national or international conferences, and support fieldwork.
• Provides training for internal and external colleagues on conservation principles.
• Simplifies and explains the principles of conservation science and practices to technical and non-technical audiences.
• Communicates strategic project goals and objectives.

WORKING CONDITIONS/PHYSICAL EFFORT:
The Kaneohe Project Manager may work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances. These conditions may:
• Require considerable physical exertion and/or muscular strain;
• Present frequent possibility of injury;
• Require long hours in isolated settings; and
• Require flexible working days to accommodate changing schedules.

TO APPLY:
Please complete an online application by April 6, 2012 at www.nature.org/careers and upload as one document, a resume and cover letter. Your cover letter must address how you meet the 6 basic qualifications required above.

The Nature Conservancy is an Equal Opportunity Employer.