

Rensselaer Plateau Alliance

Conservation Through Community

Conservation Project Manager Job Description

The Conservation Project Manager is responsible for all aspects of the Uplands Lowlands Regional Conservation Partnership Project hereinafter referred to as the Project. This includes working closely with and coordinating amongst project partners, working within the Natural Resources Conservation Service (NRCS) grant system, and working directly with landowners.

Essential Functions:

1. Works with the Executive Director, staff, interns, and contractors at RPA and all partners to administer, coordinate and assure the success of the Project.

Specific Responsibilities:

1. Work with the lead and core partners to understand, plan for, and implement the Project. Lead and core partners include Rensselaer Plateau Alliance, Columbia Land Conservancy, Housatonic Valley Association, and Highstead Foundation.
2. Coordinate all aspects of the NRCS Grant;
3. Work with partners to make sure they have what they need to complete projects and report on projects;
4. Work within the NRCS grant system to help with Supplemental Agreements, Supplemental Payment Requests, Amendment Requests, Termination Requests, Completion Requests, and any and all other aspects of the grant;
5. Manage the overall Project and keep track of all partners and schedules with the goal of completing all aspects of the project before the end of the 5 year grant period;
6. Help to coordinate train the trainer workshops, landowner outreach and engagement;
7. Work with the core partners to help hire and manage interns;
8. Work with individual landowners on conservation projects;
9. Participate in the occasional program by helping with logistics, greeting and directing, photography, etc.
10. Perform, direct and report on projects and assignments as requested.

The Conservation Project Manager *reports to RPA's* Executive Director but also works directly with the core partners. They work at times remotely from his/her/their home office, at the RPA office, or at the offices of Project partners.

Abilities, Skills, Qualifications

1. Excellent written and oral communication skills;
2. Passion for, experience in, and understanding of land conservation including conservation easements and real estate;
3. Enjoys working with data and databases;
4. Proven organizational skills and ability to juggle multiple priorities;
5. Excellent people skills and an ability to work with committees, colleagues and others;
6. Experience with or an interest and willingness to learn NRCS grants;
7. Experience with or an interest and willingness to learn ARC GIS;

8. Availability to work occasional prescheduled evenings and weekends, as required;
9. Availability to travel for meetings, conferences and/or training;
10. Proficiency in Microsoft Office programs.

Specific Monthly/Weekly Duties:

1. Organize and run meetings of the partners.
2. Keep track of all projects (supplemental agreements) and check in with partners as needed to keep projects on track.
3. Help partners with any specific tasks related to the Project as needed.
4. Attend meetings of the Berkshire Taconic RCP, Litchfield Hills Greenprint Collaborative, and Hudson to Housatonic Partnership.
5. Provide a brief report to RPA's ED and core partners once per month.

Other Duties:

As a member of a small team the Conservation Project Manager may also perform the following duties as directed by the Executive Director. Duties will be assigned based on scheduling among other duties, strengths, aptitude, and cross training priorities.

1. Work within partners' land conservation databases as requested.
2. GIS mapping.
3. Work with the Communications Directors and the core partners to provide occasional content for enews and social media.
4. Take photographs and or videos at programs and events, during volunteer activities and at any other event or related activity.
5. Share in general office duties. . .

Schedule and Work Location:

This position allows for a flexible schedule within the following framework:

- 1) The position is 40 hours per week;
- 2) Work on-site at the RPA office at least 1 day per week, to include the days of committee meetings and when other staff are there (work remotely from home as per arrangement with the executive director, which is expected during COVID);
- 3) Work on-site at partner offices by arrangement

The Rensselaer Plateau Alliance is an equal opportunity employer.