



## PROJECT MANAGER Job Description

*Position based in Seattle, WA*

**Type:** 1.0 FTE, fully benefitted

**Salary Range:** \$65,000 - \$85,000, DOE

***Application Review begins March 6, 2023***

### 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. 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. We craft smart, collaborative, and durable solutions to our freshwater challenges. For more information: [www.washingtonwatertrust.org](http://www.washingtonwatertrust.org) and our most recent annual report <https://www.washingtonwatertrust.org/wp-content/uploads/2021/03/WWT-2020-Annual-Report.pdf>.

### The Position

WWT values a collaborative team environment, built on respect for each other as well as the people, partners and communities with whom we work.

WWT seeks a team-oriented, motivated, and resilient Project Manager with a passion for rivers and streams. The Project Manager will partner with landowners, tribes, conservation districts, land trusts, as well as local, state and federal agencies to implement and fund innovative 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 working in rural communities.

The position is full-time exempt, located in Washington state and supervised by a Program Director.

WWT is committed to professional development and career advancement opportunities for our employees. WWT supports professional development by providing a training budget for staff and offering position and salary advancement as staff gain skills, experience and expertise to meet our mission.

### Duties and Responsibilities

- **Project Management:** Manage multiple projects with attention to time management, grant/contract requirements, project deliverable schedules, budgets, project metrics and team communication.
- **Project Development:** Research water rights and ecological needs to identify and prioritize stream restoration opportunities and develop flow restoration projects.

- **Coalition/Team building:** Develop effective working relationships with water rights holders, public agencies, tribes, local governments, conservation districts, irrigation districts and salmon recovery funders in WWT's targeted basins. Collaborate with stakeholders to achieve mutual goals.
- **Outreach:** Develop and implement outreach strategies based on instream flow needs to reach project partners and/or water right holders by phone, email, mail, media, events and in person to meet flow restoration and project goals.
- **Communications:** Create and provide effective written and oral communications to diverse audiences, from highly technical to the public.
- **Negotiation:** Negotiate with water rights holders, subcontractors, agencies and funders to secure contracts, agreements and water transactions.
- **Fundraising:** Work with WWT 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 the following:
  - Western water rights laws
  - Conservation markets and or easements
  - Microsoft Suite
  - Project management software (i.e. SmartSheets)
- Experience with ArcGIS or equivalent GIS software a plus
- Demonstrated experience managing projects; experience managing multi-year projects a plus
- Strong communication skills: written, verbal, interpersonal
- Self-directed, both entrepreneurial and collaborative, and a critical thinker
- Familiarity with one or more of the following: fisheries science, watershed science, western water management, watershed-based flow restoration techniques, agricultural practices or other relevant fields

### **Experience and Education**

- Bachelor's degree or equivalent experience is required, with a strong preference for natural resources or a related field; graduate degree or equivalent experience in natural resources or a related field is a plus.
- 7-15 years' work experience in a natural resource management or related field, or equivalent combination of graduate school and professional experience.

### **Working Conditions**

This position relies on cultivating good working relationships in the watersheds where we work. Employees may be asked to work occasional non-standard hours, including evenings and weekends. Staff must be willing and able to travel throughout Washington.

This job requires frequent use of computers. Under our flexible work policy, WWT offices are open to those who have been fully vaccinated, some in office work may be required, and staff may also operate from a home office. For remote work, employees must maintain a workspace with an internet connection where they can reliably perform work during scheduled work hours. A home office stipend is provided.

*We are a completely COVID-19 vaccinated staff team and require proof of vaccination for any new hire, 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 annualized salary range for these positions is \$65,000-\$85,000, 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, WA Paid Family Medical Leave and a contribution to 403(b) retirement program of up to 4% of annualized salary.

## 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 this job description and indicate where you learned of this position.

Email cover letter and resume-as **one PDF not to exceed 2 pages** with subject line **Your Full Name-WWT Project Manager Application**, to:

Raquel Espinosa, Administrative and Financial Director

Washington Water Trust

1500 Westlake Ave N, Suite 202

Seattle, WA 98109

[jobs@washingtonwatertrust.org](mailto:jobs@washingtonwatertrust.org)

*Applications review to begin March 6, 2023. Positions are open until filled.*

*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 2/17/23*