



## **Riparian Program Manager**

**Title:** Riparian Program Manager

**Supervises:** One full-time employee

**Employment:** Full time, exempt with a 6-month probationary period

**Salary Range:** \$57,000 - \$60,000, pending experience.

### **Job Overview**

ClearWater Conservancy is a hardworking, nationally-accredited land trust and locally-formed conservation organization nestled in the heart of central Pennsylvania. Since 1980, ClearWater has worked to improve and protect the natural resources of central Pennsylvania for all through land conservation, water resource protection, and environmental outreach to the community. We are an accredited land trust having protected nearly 10,000 acres of land and water, restored more than 200 acres of streamside forests along more than 25 miles of stream, and we help engage thousands of people in outdoors each year. Learn more about our work at [www.clearwaterconservancy.org](http://www.clearwaterconservancy.org).

ClearWater is committed to supporting a diverse, equitable, and inclusive workplace in which everyone is welcomed, valued, and supported. We recognize that diverse teams create the strongest organizations and welcome and encourage people from all backgrounds to apply. We also believe everyone does their best work when they can balance a successful career with their commitments and interests outside of work and are open to work arrangements to make this possible.

### **Job Summary**

The Riparian Program Manager will lead our riparian conservation efforts. The Riparian Program Manager will be responsible for developing and implementing riparian conservation strategies and managing riparian projects while working hand in hand with our community leaders, landowners, and partners to steward the streams we've worked hard to restore. As an ambassador of ClearWater Conservancy, the hired candidate will be responsible for implementing streamside buffers strategies in central Pennsylvania while cultivating and maintaining strong working relationships with staff, private landowners, volunteers, contractors, and other conservation partners.

Program priorities and responsibilities include, but are not limited to:

- In collaboration with the ClearWater conservation team, create and implement riparian restoration and stewardship strategies aimed at improving water quality in key watersheds in our service area.
- Work with and supervise the Riparian Projects Coordinator to successfully implement grant priorities.
- Prioritize and advance conservation partnerships and relationships with landowners, municipalities, agencies, and partnering organizations to increase the pace of water quality protection and conservation strategies and funding for these projects.
- Develop and write proposals, budgets, grant funding applications, and reports which support land and water conservation projects.
- Manage and track existing conservation projects, including creating and maintaining grant records for each project.
- Serve as staff lead for establishing an all-volunteer Riparian Conservation Committee.
- Work hand in hand with volunteers to help manage existing riparian buffers and identify new strategies for the long-term stewardship of new and existing streamside buffers.
- Develop and manage program budgets.

- Contribute to and participate in outreach activities as needed.
- Assist with overall efforts to promote and sustain the organization including occasional work in support of membership, outreach, and fundraising.
- Work closely with staff, volunteers, and board in support of conservation projects and to foster a welcoming and respected reputation in our community.
- Keep current on aspects of CWC's programs and strategic priorities.
- Other priorities as outlined by the Executive Director.

### **Working Conditions/Physical Conditions**

The Riparian Program Manager may be required to perform a wide array of physically demanding tasks, such as hiking on uneven ground for long periods of time, working outside in inclement weather and carrying tools to project sites. The position involves some evening meetings and weekend commitments. Must be willing to use personal vehicle for travel and transporting tools, supplies, and plants (mileage reimbursed).

### **Professional Qualifications**

The successful candidate will have a strong background in riparian ecology, conservation and project management. Candidate will also have experience developing and implementing riparian conservation plans, managing grants and projects, and providing technical assistance to partners. Familiarity and good rapport with agencies, municipalities, and conservation partners serving central Pennsylvania and the Commonwealth is also required. Experience and background in water quality protection and understanding of streamside forest science and agricultural BMP's is desired. Professional experience with grant writing and management, staff management, and overall project management also desired. Working knowledge of the principals of conservation biology and project management experience with landscape-level conservation planning and initiatives is a plus. Must be focused and possess superior attention to detail and the desire to build consensus on collaborative projects.

Additionally, the candidate must have demonstrated success as a project manager with an ability to multi-task and provide strategic decision making in a team setting. A commitment to serving the greater public interest through conservation is a must. Excellent organizational and professional communication skills as well as friendly, outgoing, and respectful customer-service skills is required. Ability to work in a small office setting with good humor and grace is also important. Must also be willing to work flexible hours, including some evenings and weekends. Candidate must have a valid PA driver's license, clean driving record, and a reliable personal vehicle for transportation to and from work, meetings, and events.

**Application Instructions:** Email cover letter, resume, salary requirements and an example of your writing in one PDF document with your full name in the file name to Deb Nardone at [deb@clearwaterconservancy.org](mailto:deb@clearwaterconservancy.org) by Feb. 28<sup>th</sup>.

### **Equal Employment Opportunity**

ClearWater Conservancy provides equal employment opportunities to all individuals regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, sexual orientation, or disability as set forth by applicable state and federal laws. In addition, laws regarding veteran or military status are observed. This commitment is reflected in all our practices and policies regarding hiring, training, promotions, rates of pay, layoff, and other forms of compensation. All matters relating to employment are based upon ability to perform the job as well as dependability and reliability once hired.

ClearWater Conservancy celebrates diversity and is proud to be an equal opportunity employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.