

Friends of Northern Lake Champlain

www.friendsofnorthernlakechamplain.org



Project Manager – Friends of Northern Lake Champlain

Location: Saint Albans, VT; hybrid work possible outside of fieldwork

Reports to: Executive Director

Hours: Full-time exempt, averaging 40 hours/week. Some nights and weekends.

Pay: Starting at \$22-\$28/hour, commensurate with experience

To Apply: Please provide a cover letter and resume to Bridget Butler, Executive Director with two recent references and contact info (as a single PDF) to info@friendsofnorthernlakechamplain.org by August 2nd, 2024.

We anticipate interviewing candidates starting in August with a start date no later than October 1st, 2024.

Direct any questions to this email: info@friendsofnorthernlakechamplain.org

The Organization: The Friends of Northern Lake Champlain (FNLC) is recognized as a statewide leader who acts to clean the waters of Northern Lake Champlain and its watershed by working collaboratively with private citizens, businesses, farmers, non-profits, and government. FNLC's focus is on catalyzing the actions and accountability needed to reduce land-use pollution and securing the essential local, state, and federal funding necessary for successful implementation. FNLC receives funding from grants, donations, and events. The organization's mission is accomplished through outreach activities, water monitoring, and the design and implementation of non-point source phosphorus reduction projects.

Project Manager Overview: The Friends of Northern Lake Champlain (FNLC) is hiring a full-time Project Manager to oversee and execute all responsibilities of managing multiple water quality implementation and outreach projects. FNLC projects are funded by applying for grants through state and federal environmental and agricultural agencies, the Lake Champlain Basin Program, Watersheds United Vermont, and other funders. Most projects are multi-year in

nature and require consistent communication with funders, partners, landowners, consultants, and contractors. The Project Manager will help with all administrative and financial aspects of current and future projects and will support other FNLC strategies. This position will work closely with the Executive Director and the FNLC Project Committee.

Project Manager Responsibilities:

Water Quality Project Identification & Implementation

- Seek out and identify new water quality projects in the FNLC service area, determining project type, securing environmental and historical permits, and approval from regulators
- Coordinate with engineers, municipalities, other non-profits, State and Federal agencies, and volunteers to implement projects
- Continue iterative planning, implementation, and evaluation process as project work is completed
- Attend training by state and federal entities related to project management as needed
- Provide outreach to landowners, farmers, municipalities, and other key audiences for FNLC projects
- Participate in watershed and community groups, particularly ones focused on water quality, as appropriate
- Fieldwork, including water monitoring and farm/landowner visits

Administration and organizational tasks

- Secure grant funding for projects in collaboration with the Executive Director and FNLC Project Committee
- Create, improve, and maintain systems for project management
- Coordinate and monitor the work of consultants and contractors
- Attend bi-weekly meetings with the FNLC Project Committee
- Provide project reports for FNLC board meetings
- Work with the board treasurer to track grant funding and invoicing
- Support FNLC events, programs, and fundraising activities as needed
- Contribute to FNLC communications as needed as it relates to FNLC projects; this includes newsletters, blog posts, and social media

Desired Skills:

- A Bachelor of Science Degree in natural resources, environmental sciences, or land planning and 3 years of work experience is preferred
- Project management experience, including tracking, invoicing, reporting, permitting, and working with consultants/contractors
- Ability to build trusted relationships with local farmers, landowners, partners, town officials, and others
- Knowledge of watershed planning, best management practices for farmers and landowners, watershed science, and conservation practices related to water quality; local/state knowledge is a plus
- Ability to self-direct, work productively and independently, while being part of a team
- Assist in setting up new systems and procedures for project-based management
- Knowledge and experience with project management platforms like Asana, Trello, or Monday is a plus
- Ability to show flexibility and a growth mindset to succeed in a growing organization
- Basic understanding of ArcGIS and geographic data, including aerial photography, topographic maps
- Microsoft Outlook, SharePoint, and Teams; online meeting platforms like Teams or Zoom

Work Environment and Hours:

- Hybrid position based in Saint Albans, Vermont, with remote work possible outside of fieldwork
- Full-time, averaging 40 hours/week; outdoor field work in all seasons
- Evening meetings and occasional weekend work within the FNLC service area
- Employee must be based within 30 miles of our service area