

# Heartland

## CONSERVATION ALLIANCE

### Conservation Project Manager

*Located in the Blue River watershed within the Kansas City metropolitan area*

*Posted for applications: December 18, 2024*

[Heartland Conservation Alliance](#) (HCA) is seeking a full-time Conservation Project Manager to work as part of a growing team to advance our mission, core values, and strategic initiatives. Our mission is to work with partners in the Kansas City metro to connect, protect, and restore the Blue River watershed and its urban green spaces for the benefit and enjoyment of all.

#### Position Summary

The Conservation Project Manager will be responsible for planning, implementing, and overseeing various conservation projects in accordance with the organization's mission, strategic goals, and grant deliverables. This role will require a strong understanding of environmental science, project management principles, and the ability to collaborate effectively with diverse stakeholders. Recent conservation projects have included restoration work and stormwater management particularly in riparian zones using best management practices related to invasive species removal, native planting and seeding, water quality testing, etc.

This position reports directly to the Senior Director of Conservation and Education and is nested under the Conservation Program while working collaboratively with the organization's other program areas: Education & Outreach and Alliance Services with a focus on environmental justice.

#### Key Responsibilities

- **Project Planning and Implementation:** Develop and execute comprehensive project plans, including defining project scope, setting timelines, and allocating resources. Ensure adherence to schedules, budgets, and policies.
- **Team Leadership and Collaboration:** Supervise and advise project team members and contractors, fostering a positive and productive work environment. Collaborate with internal staff (both within and across program areas), external partners, volunteers, and community members to achieve project objectives.
  - **Contractor oversight:** Inspect or observe fieldwork, inspecting contractor work and performance for completeness and adherence to project plans and contract documents, approving quantities and work quality, and ensuring adherence to schedules and budgets. Review and provide feedback on contractor technical reports and proposals. Experience with landscape/restoration construction inspection preferred.
- **Technical Expertise:** Provide technical expertise in areas such as natural resource management, ecological restoration, and conservation best practices. Conduct environmental surveys, analyze data, produce summary reports, and develop recommendations for project improvements and approaches.

- **Data Collection and Analysis:** Oversee data collection efforts, ensuring accuracy and integrity. Analyze data to track project progress, measure outcomes, and inform adaptive management strategies.
- **Grant Management:** Assist in securing and managing grant funding, including proposal writing, reporting, and compliance as well as budget development, allocation, and reimbursements. Experience with federal grant management and funding compliance preferred.
- **Community Engagement:** Build and maintain relationships with local communities, landowners, and stakeholders (both public and private). Conduct outreach and education activities to promote conservation awareness and encourage participation.
- **Administrative Tasks:** Manage project documentation, maintain records, and prepare reports for internal and external audiences.

## Qualifications

Seeking a passionate, self-motivated, resourceful natural resource professional with the following:

- **Education:** Bachelor's degree or equivalent experience in environmental science, natural resource management, or a related field (advanced degree preferred).
- **Experience:** Hands-on experience with conservation practices and equipment. Proven experience in project management, preferably in a conservation or environmental sector, including managing contractors and/or vendors, soliciting and reviewing bids, negotiating contracts, overseeing work performance, and reviewing invoices.
- **Knowledge:** Strong understanding of ecological principles and conservation practices. Passion for environmental conservation and sustainability is preferred.
- **Skills:**
  - Excellent written/verbal communication and interpersonal skills.
  - Proven ability to think critically and solve problems effectively while managing multiple priorities in a dynamic, fast-paced environment.
  - Highly organized and detail-oriented, with a proven ability to effectively manage multiple priorities, deadlines, and complex projects on a tight timeline.
  - Adept at working independently and as part of a team in the office, field, and remotely.
  - Proven ability to manage fieldwork, equipment, and contractors.
  - Proficiency in data collection, management, analysis, and reporting with a preference for GIS data analysis and visualization.
  - Financial management (reviewing and approving contractor quantities, invoices, and proposals, tracking budgets) and skilled in grant writing/management are a plus.

*\*Applicants who meet at least 80% of the listed qualifications are strongly encouraged to apply.*

## Additional Information

This is a hybrid position that requires both office and fieldwork in various weather conditions, occasional weekend and evening work, and frequent travel to local project sites within the Blue River watershed in the Kansas City Metro. A valid driver's license and reliable transportation are necessary. *Please note that this position description may not encompass all duties that could be assigned. HCA is a small, flexible nonprofit so teamwork may require supporting other staff and projects as needed.*

## Salary & Benefits

- Starting salary is \$55,000, commensurate with experience and responsibility, with a competitive benefits package, including 15 paid holidays, 15 days per year of paid time off, 12 weeks of paid parental leave, as well as employer contribution of \$500/month to organization's health insurance plan and employer-paid dental, group life, and vision insurance plans. Additionally, HCA is closed for Winter Break from Christmas Day through New Year's Day.
- Opportunity to make a positive impact on the environment.
- Work in a collaborative and supportive environment.
- Professional development opportunities and extensive networking.

## How to Apply

All interested applicants should submit the below information using our [application form](#). To ensure full consideration, please submit your application by January 13, 2025. Applications will be accepted until a candidate has been selected.

1. Respond to the five candidate questions below based on your knowledge, experience, and opinions (in lieu of a cover letter) - 1500 character limit (with spaces) per question. *We suggest crafting responses beforehand and then copying and pasting them into the application form.*
  - a. **How do you define "successful urban conservation" in a city or metropolitan setting?** What key factors do you believe contribute to its success, and what do you see as the biggest barriers or challenges to achieving it in urban environments?
  - b. **During fieldwork, actual site conditions can vary from plans, materials are sometimes unavailable and substitutions requested, or weather can conflict with specifications and schedules.** How would you approach a situation where a significant variation from the plan is proposed by a partner or contractor, citing an urgent need, and you are unsure how to proceed? Can you share examples?
  - c. **When managing land stewardship in an urban landscape that spans multiple jurisdictions and involves a variety of stakeholders, how would you approach balancing ecological goals with social, political, and community considerations?** Can you share an example of how you've navigated similar challenges in past projects?
  - d. **In your experience, what is the most effective approach for engaging diverse communities in urban conservation and land stewardship initiatives?** How would you work to ensure long-term community buy-in and involvement, particularly in a landscape where residents and stakeholders may have different priorities and interests?

- e. **What is something unique that you would bring to this role** and how would it help you to perform the required duties and excel?
2. Resume upload - Save as a pdf with the file name: FirstName\_LastName\_Resume.
3. Contact information for three professional references.
4. Optional: Upload a relevant project management sample that represents your own work. Save as a pdf with the file name: FirstName\_LastName\_Sample. *Examples of relevant project management samples include but are not limited to contractor request for proposals, project plan/schedule/budget, project or grant status report, deliverable tracking database shell, etc.*

**Questions?** Please contact Jessica Hartel, Senior Director of Conservation and Education, at 816.945.8505 (ext. 103) or [jess@heartlandconservationalliance.org](mailto:jess@heartlandconservationalliance.org) (preferred).

***Heartland Conservation Alliance (HCA) is an equal opportunity employer dedicated to fostering a diverse and inclusive workplace. We actively encourage applicants from all backgrounds, including people of color and individuals from underrepresented communities, to apply. HCA is committed to creating a welcoming environment that values diverse perspectives and promotes an inclusive culture where everyone feels supported and empowered.***