



## **Restoration Director – Position Description**

Kittitas Conservation Trust's (KCT) mission is to protect and enhance fish and wildlife habitat, open space, cultural and recreational resources, and scenic views in the Upper Yakima River Basin in Kittitas County. Restoration of rivers, riparian, and floodplain areas that support anadromous and other ESA listed species is a large component of the work of KCT and has grown in scope and scale significantly.

The Restoration Director is responsible for overseeing the entire restoration portfolio of work that KCT engages in and is a direct report to the Executive Director. This position is responsible for hiring and managing KCT Project Manager(s) as well as teams of contractors and subcontractors to ensure that restoration work is implemented as efficiently and effectively as possible while maintaining high standards of quality. The Restoration Director is tasked with vetting new potential projects to ensure alignment with KCT's mission, outside watershed planning documents, and critical partner goals and objectives. Critical to this position is the ability to build and maintain relationships with our tribal, agency, non-profit, and community partners.

Anticipated approximate breakdown of work duties and percent of position

70% of time spent developing, grant writing and administration, and managing restoration projects through assessment, design, and close out.

20-25% of time spent developing and maintaining community and partner relationships and assisting with growth of KCT as an organization.

5-10% of time spent supporting KCT administrative functions.

## **Skills and Abilities**

To be successful in the position, the restoration director should be competent in the following:

**Leadership** - Responsibly manage teams of employees, contractors, and partners to ensure work is completed on time, within budget, and results in quality restoration projects. Delegates tasks to ensure complex restoration projects are implemented efficiently and effectively.

**Collaboration** - Bring partners and stakeholders from a diverse array of backgrounds together to solve complex objectives in the Yakima Basin. Understands the resources and strengths each stakeholder brings and builds relationships to achieve Yakima Basin recovery plan objectives. Work to develop trust and build relationships that ensure

effective management and success of restoration goals and objectives. Facilitates meetings and finds solutions when conflicts arise.

**Communication** - Effectively communicate with a variety of people including landowners, agency, tribal, non-profit, contractors, subcontractors, and community partners and stakeholders. Adjusts messaging to fit the audience. Attentively listens to others and encourages open expression of diverse ideas and opinions.

**Project management** - Oversee the planning, implementation, and evaluation of projects. Effectively organize and direct teams to complete restoration projects on time and within budget including the creation of schedules, milestone tracking, and evaluation of success. Responsible for managing budgets, tracking expenses, and ensuring reimbursement of funding is timely and complete.

**Managing Complexity** – Leads restoration projects with overlapping objectives and priorities and works with stakeholders to find a pathway forward. Uncovers root problems and evaluates risks and benefits of different solution options. Distinguishes between what is relevant and what is unimportant to make sense of complex situations.

**Strategic Thinking and Planning** – Identifies the long-term restoration priorities and needs and determines the necessary sequence of activities and the level of resources required to achieve them. Works with KCT staff, board of directors, and partners to develop and implement a vision.

**Technical Skills** - Use a variety of tools and software to complete work. Read and understand technical documents and data to inform project priorities and progress and communicate this information to funding sources, agency regulators, and community and contracted partners. Uses software to create proposals, track budgets, and create reports.

## **Restoration Director Job Requirements**

### Preferred Education and Experience

A bachelor's degree in environmental science, restoration ecology or related field and 4 years of experience planning, funding, and implementing environmental restoration work as a project manager.

Or

A master's degree in natural resource management, environmental science or related field and 2 years of experience planning, funding, and implementing environmental restoration work as a project manager.

Of

7 years of experience planning, funding, and implementing environmental restoration work as a project manager.

Additional on-the-job training, certificates, or licenses will be considered when determining compensation. Previous experience with nonprofit work and managing state and federal funding is highly recommended.

### **Working Conditions**

The work environment for this position consists of both office and field settings. Must be able to sit/stand for up to 8 hours in the office setting. Must be able to walk/hike on uneven terrain, lift up to 25 lbs and potential exposure to inclement weather and other adverse conditions found in the river/floodplain environments within Kittitas County. Must be able to work in inclement weather and flexible schedules to accommodate project needs.

This position is considered “hybrid” as much of the office work or meetings can be attended virtually or in the home office. Expect the first 2 months of work to be primarily in KCT offices located in downtown Roslyn or visiting various active restoration project sites for onboarding and orientation. It is expected that you will need to report to the office 1-2 days a week at a minimum.

Travel is primarily based in the Yakima River Basin, with some travel to other parts of the state from time to time. Must have a valid WA State Driver’s License and reliable vehicle for travel.

### **Compensation & Benefits**

#### Salary

Salary for this position is dependent on education and experience with an expected range of \$75,000 - \$85,000.

#### Retirement

Simple IRA Plan with up to 3% employer contributions after 1 year of service.

#### Paid Time Off

8 hours per month of annual leave per month, 11 holidays per year, and paid sick leave.

#### Health Insurance

Employer provided medical/dental/vision insurance for employee

**To Apply:** A complete application will include a cover letter, resume, and a list of three references. Please email one electronic copy of your application to [mlong@kittitasconservationtrust.org](mailto:mlong@kittitasconservationtrust.org). Applicants are encouraged to email Mitch Long (at same address) to confirm that we have received your application materials.

### **Anticipated Timeline for Hiring Process**

Feb 3 – Mar 3: Job posted and open for application submission. Note: KCT staff will be unavailable for questions from Feb 10 – 27.

Mar 3 – 10: Screen applications

Mar 13 – 24: First round phone interview

Mar 27 – 31: Second round in-person/virtual interview

Apr 14: Candidate selection and offer