



## **JOB DESCRIPTION: PROJECT & OPERATIONS MANAGER**

The Green Lake Association is pleased to announce an opening for a new position, a Project & Operations Manager.

### **ABOUT THE GREEN LAKE ASSOCIATION**

The Green Lake Association (GLA) is a nonprofit organization founded in 1951. We work closely with our partners to implement conservation practices, outreach and education programs, and lake research — all aimed at implementing a strategy based in scientific inquiry to protect Green Lake, located in Green Lake County, Wisconsin. Our program uses a voluntary, community-driven approach to protect, improve, and ultimately restore Green Lake's water quality.

The GLA is the most robust lake association in Wisconsin, with a small but dedicated team of professional staff working on behalf of its mission to protect Green Lake. We have built a strong team and a supportive work environment. Our office is in a restored historic building that is now a community center and a short walk from the lake itself.

### **ABOUT THE POSITION**

The Project & Operations Manager is the lead in managing watershed projects throughout the Green Lake watershed, including associated data tracking and reporting. The position will include field work and office work.

### **QUALIFICATIONS**

The minimum qualifications for the Project & Operations Manager are:

- Bachelor's degree in biological or chemical sciences, engineering, project management, or related fields.
- Excellent communication skills—both written and oral—to convey complex issues clearly and concisely. Stakeholders include community members, scientific professionals, decision-makers, the GLA Board, and elected officials at all levels of government.
- Highly organized with attention to detail for all aspects, including project planning and logistics, budgeting, report writing, partner collaboration, and implementation of on-site water quality improvement projects.

- Demonstrated ability and experience in analyzing complex issues, and the ability to work independent of direct supervision to plan, implement, and problem-solve watershed projects.
- Excellent consensus-building skills, with the proven ability to engage partners and facilitate meetings, both in-person and virtually.
- A track-record of managing consultants and project partners to meet project goals.
- Well organized, self-starter, detail-oriented, and adaptable with the ability to manage both routine and complex tasks simultaneously.
- Ability to work as part of both small and large teams.

The preferred qualifications for the Project & Operations Manager are:

- Certification with the Project Manager Institute or similar Project Manager Certification or training.
- A minimum of five to eight years of relevant experience.
- Experience operating equipment or machinery, including pumps and/or compressors.
- Experience with Microsoft Excel and Microsoft PowerPoint.
- Experience at a non-profit, science-based organization and/or a background in science and resource management.

In evaluating candidates for this position, the GLA may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of the position, as stated in Roles and Responsibilities.

## **ROLES & RESPONSIBILITIES**

The following responsibilities are normal for this position, though these are not exclusive or all-inclusive and will change according to the project portfolio and organizational needs. Additional duties may be required.

### **Project Management**

- Oversee a portfolio of watershed management projects to ensure they are completed successfully, on-time, within budget, and in alignment with organizational needs.
- Demonstrate team management skills including conflict management, team and stakeholder engagement and empowerment, addressing and removing impediments, negotiating project agreements, and stakeholder collaboration.
- Plan and manage the scope of the projects, deliverables, budget, resources, schedules, communications, and project changes.
- Lead and/or build project teams, both in-person and virtual.
- Ensure that appropriate project methodology and practices are utilized.
- Ensure project risks/dependencies are identified and managed to ensure that the timelines are not adversely impacted
- Represent the Green Lake Association as a project leader, and communicate effectively with partners, lake management planning members, GLA members, contractors, consultants, and government officials on project goals and water quality protection efforts.

- Review and manage scopes of work with consultants.
- Organize and facilitate committee meetings.
- Evaluate and address external influences (WDNR, EPA, County and State Governments, Stakeholder) for potential impact on scope.
- Ability to influence without direct authority.
- Gather information on new and existing technologies, projects, and programs and workshops and conferences, and recommend them when appropriate.
- Create site-specific project reports, periodic progress reports, final project reports, project and tasks summaries, and/or basic project outreach notifications and press releases.

### **Operations Management**

- Direct, coordinate, and train staff working on watershed management projects.
- Conduct site visits and troubleshoot potential project problems as they arise.
- Communicate and manage the work of vendors and operators involved in watershed management projects.

### **Planning Document and Data Management**

- Collect and compile data—particularly for a watershed management plan and lake management plan—that tracks the progress and success of water-quality focused projects implemented by multiple lake management planning partners.
- Complete straightforward graphing and/or analyses of water quality data.
- Maintain a series of metrics for a watershed management plan, Lake Report Card, Impact Report, and other communication tools.
- Ensure institutional knowledge transfer.

### **Grant Tracking and Reporting**

- Plan and manage project compliance including, documentation, report, and track project progress for grantors.
- Assist with the implementation and reporting of grant deliverables and reimbursement requests.
- Assist other GLA staff and/or volunteers with writing portions of grants.
- Research funding sources and opportunities to sustain and enhance watershed management efforts.

### **BENEFITS & OFFICE ENVIRONMENT**

This is a full-time opportunity in the \$55,000 to \$65,000 range, with compensation commensurate with experience. The GLA's retirement program offers a 100% match up to 3% salary contributions and cash in lieu of medical insurance totaling \$3,600 annually. Position includes paid holidays (8 days), paid vacation (15 days), and a paid five-day office closure near the year's end.

This position will report to the Executive Director. This position requires occasional attendance of weekend and/or evening events, with advance notice.

**APPLICATION PROCESS**

This position was posted on April 29, 2022 and will remain open until filled. To apply, send the following materials to Stephanie Prellwitz, Executive Director, at [stephanie@greenlakeassociation.org](mailto:stephanie@greenlakeassociation.org):

1. A cover letter that describes why you are interested in and qualified for the position.
2. A resume that summarizes relevant education and experience.

Applications will be acknowledged and reviewed when submitted. Interviews with the most qualified candidates will be scheduled on a mutually convenient date. Three professional references will be requested of top candidates.