**Title**: Project Manager

**Department**: Ecology

**Status**: Part time, permanent

**Supervisor**: Ecology, Jeri Ledbetter

**Position Description**:

The Project Manager for the Ecology Department will take a leadership role in several concurrent SSI projects, most of which are federally funded. The person in this position will write grants, develop and manage budgets, plan and track tasks and milestones, train and supervise employees and interns, oversee data entry and quality control procedures, manage relational databases, supervise multiple computer systems and backups, produce reports, design fliers, supervise staff, and oversee maintenance of SSI’s website (with the Museum of Northern Arizona’s marketing manager). The Project Manager will lead crews during intensive field surveys in remote settings, and have the primary responsibility for safe, efficient, high quality data collection. He/she should have experience with computer programming, information technology, graphic design, accounting, human resources, scientific research, and nonprofit management and development. This position demands the ability to communicate and collaborate with agencies, NGOs, political leaders, volunteers, and tribal members, and to make presentations to large audiences.

**Major Tasks and Responsibilities**:

* Plan and lead field research trips for inventory and assessment of springs ecosystems in remote environments.
* Develop project budgets, track expenses, approve invoices, review agreements, produce project reports, and coordinate with the MNA bookkeeper, Controller, and Grants specialist to assure that expenses are allocable and allowable.
* Plan and lead multi-day workshops.
* Perform advanced statistical analyses as directed by the Curator of Ecology.
* Train staff in critical computer skills.
* Generate grant funding and secure projects to cover expenses, including overhead and equipment needs.
* With Natural Science Collections Manager, supervise curation and databasing of invertebrate specimens.
* Supervise data entry, assist with information management, and conduct QA/QC for all databases associated with SSI and invertebrate collections.
* With MNA Marketing Manager, develop educational materials, including web pages, online maps, digital videos, webinars, workbooks, and pamphlets.
* Contribute to manuscripts in scientific journals, publications, and books
* Coordinate with Flagstaff IT in maintaining seven workstations and the server, including software, hardware, peripherals, and backups.
* Manage department strategic planning, and schedule and attend Ecology department staff meetings.
* Develop annual departmental budget.
* Assist with fundraising efforts.
* Supervise and develop employees and interns; approve payroll.
* Make presentations to organizations, agencies, and tribes.
* Manage multiple projects while balancing finite resources.
* Act as an enthusiastic advocate and personal representative for the Museum in the community by promoting its resources, programs, and services.
* Perform other duties as assigned

**Education and Experience Requirements**:

* MS in Ecology, Environmental Science, Geology, or related field
* Field work experience in remote areas in difficult terrain
* Knowledge of Colorado Plateau ecology is preferred
* Experience with springs and hydrology research is a plus
* Strong accounting background, including budgeting
* Experience with fundraising and grant and contract writing
* Strong presentation skills to large, diverse audiences

**Abilities, Skills, and Knowledge**:

* Advanced ability to use, program, and integrate Microsoft Office software including Word, Excel, Powerpoint, Outlook, and Access
* Expertise with GIS software, primarily the ESRI suite of products including ArcGIS 10.x, Spatial Analysis, ArcGIS Server
* Experience with Adobe programs, including InDesign and Photoshop
* Excellent organizational skills
* Familiarity with relational database design
* Familiarity with Colorado Plateau biota and ecological function
* Ability to manage multiple projects and tasks simultaneously and to work under tight deadlines, and aptitude for detailed work
* Experience with data collection in harsh and remote locations
* Outdoor leadership skills, logistical excellence, and wilderness medical training is a plus

**Working Conditions**: The majority of this work is computer-related indoors, Monday through Friday, 8 hours per day. Occasional field work in remote areas will be required. The incumbent should be physically fit and able to hike over rough terrain carrying a 40 lb pack. Must be able to lift 50 pounds and sit, stoop, or stand for extended periods of time.

**To Apply**:

Please submit a cover letter and resume to [employment@musnaz.org](mailto:employment@musnaz.org).  Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.