

# SD Habitat Restoration Manager-Rapid City

Regular Full-Time Professional

Rapid City, SD, US

1 Attachments

5 days ago Requisition ID: 2518

Apply

**Application Deadline:** August, 9<sup>th</sup> 2024

**Anticipated Start Date:** September/October, 2024

**Overview:** This position is a part of a partnership between the National Park Service (NPS) and Pheasants Forever and Quail Forever (PFQF). The incumbent will be a full-time, term (4.5 years, potential for additional extensions) employee of PFQF and will work daily with NPS staff. The incumbent will oversee habitat restoration and enhancement work on NPS lands within the Northern Great Plains. This position will be based out of the **NPS office in Rapid City, South Dakota**.

## **Duties:**

- Work with PFQF delivery director (DD), other team members, and NPS to develop, conduct, and manage habitat restoration & enhancement projects on NPS lands that advance strategic goals in the Northern Great Plains.
- Work with DD and NPS to identify, prioritize, and grow restoration or enhancement project opportunities and partnerships.
- Oversee and coordinate day-to-day operations related to contract-funded restoration projects.
- Oversee and guide contractor activities related to habitat restoration projects and associated day-to-day activities.
- Track project restoration and program budgets and prepare timely deliverables to DD and NPS.
- Work with DD and other team members to write annual and final grant reports and prepare statements of work and request for proposals for restoration and habitat enhancement projects.
- Oversee and be responsible for internal and external restoration project tracking and accomplishment reporting.
- Provide timely updates and reporting on restoration progress and goals.
- Work with the DD, PFQF outreach coordinators, and NPS to provide outreach mission delivery success. This could include but is not limited to project tours, written articles, interviews, and social media outreach.
- Performs other related duties as assigned.

## **Required Knowledge, Skills, and Abilities:**

- Desired qualifications are a Bachelor of Science (B.S.) degree in conservation, biology, or closely related field with three years of work experience in your field.
- Broad understanding of wildlife ecology, Northern Great Plains grassland management techniques and issues including the ability to utilize various habitat management tools in the development of management plans.
- Computer, data analysis, and information management skills including the use of the MS Office suite. GIS mapping experience preferred.
- Excellent written/oral communication skills.

- Project management experience, including budget tracking and reporting, coordination of effective work teams, meetings, and partner engagement.
- Strong organizational and coordination skills, multi-tasking ability, and attention to detail.
- Ability to work independently with little supervision and with diverse clientele.
- Willingness to fulfil duties in field as needed: invasive plant control, prescribed fire, planting, equipment operation.
- Valid driver's license required; some use of personal vehicle required (mileage reimbursement provided).

**Salary:** Starting salary \$55,000 - \$60,000 + benefits

**To Apply:** Please combine your *cover letter, resume, and 3 references* into a single Word Document or PDF File before uploading to the "Resume" section of your application on our Recruitment website at: [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs) (our benefits summary is also viewable on our website).

**If you have additional questions, please contact Eran Sandquist, conservation delivery director at (763) 242-1273.**

*Pheasants Forever, Inc is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with disability, or any other category that may be protected by law.*

Attachments (1)

2024 Pheasants Forever Benefit Summary - Final.pdf