



Position Title: Program Manager

Location: Commuting distance to Lawrence, KS

Hours: Part-time estimated 20 to 30 hours per week

Contact: Dawn Buehler, Executive Director
riverkeeper@kansasriver.org

Formed in 1991, Friends of the Kaw is the only non-profit dedicated to protecting and preserving the Kansas River. We protect, advocate and help people discover the Kansas River through advocacy, education, paddle trips, cleanups and special projects. The Friends of the Kaw Team consists of the Kansas Riverkeeper & Executive Director, Development Director, Education Specialist and Interns. We are pleased to add a Program Manager to our Team!

As a member of the Friends of the Kaw (FOK) Team, the Program Manager is responsible for:

- Managing and implementing multiple programs and projects in support of Friends of the Kaw and the Kansas Riverkeeper.
- Assisting with managing and guiding organizational initiatives and projects associated with grant programs and educational programming.
- Assisting the Executive Director as requested to fulfill the mission of FOK as stated below,

PRIMARY RESPONSIBILITIES:

- Provides support as a representative of the FOK Team on organizational projects and initiatives.
- Manages the educational and other initiative program grants as part of the FOK Team.
- Coordinates daily work of education staff and volunteers to fulfill our mission and obligations.
- Manages multiple projects as assigned, providing project management duties including:
 - Lead project coordination and outreach efforts while in close contact with Executive Director.



- Prepare and implement work plans, manage budgets, schedules and utilize project management software as determined by the team.
- Implements strategies to ensure that projects are completed on time and on budget.
- In collaboration with the Executive Director and FOK Team, identify and write grant proposals to sustain the mission of FOK.

SECONDARY RESPONSIBILITIES:

- Facilitates project meetings with team members and stakeholders on an as needed basis.
- Provides project and program support including, but not limited to, data collection and analysis.
- Assists with grant writing, specific business development, marketing, or fundraising tasks as needed.
- Assists in the development of organizational initiatives, project ideas and future organizational development.
- Attends and/or presents at public information and community meetings, as required.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Must be a TEAM player, both internal and external.
- Minimum Bachelor's degree required in Biology, Conservation, Ecology, Environmental Science, Natural Resource Management, or Education related fields.
- Exemplary written and oral communications skills required.
- This position requires clear, frequent and consistent communications with multiple project team members and will have a close working relationship with all members of the FOK Team to enable cross-team collaboration and communication.
- This position requires effective communication with Agencies, Consultants, Contractors, Municipalities, Public, Partners, Stakeholder committees and the greater community.
- Minimum 3 years of project management experience required in environmental or natural science related field.
- Strong organizational skills required.
- Minimum 3 years managing people and leading teams preferred.
- Strong Grant writing experience preferred.
- Ability to prioritize tasks in a fast-paced environment.
- Ability to maintain a high energy level and be comfortable managing multi-faceted tasks in conjunction with day-to-day activities.
- Excellent leadership qualities with the ability to overcome barriers and find meaningful collaborative solutions.



- Familiarity with field experience, watershed planning, water quality, aquatic ecology and native plant knowledge considered a plus.
- Knowledge of environmental educational programming considered a plus.
- Proficient in Microsoft Office products, specifically Excel and Word.
- Proficient in Google Drive use and functions.
- Proficient in use of Social Media.

ENVIRONMENT AND WORKING CONDITIONS:

- The majority of the work time is conducted in an office or meeting setting, however field work or site visits within the Kansas River watershed will be required.
- Flexibility in schedule is required; occasional work in the evening and weekends for meetings or event participation.
- Comfortable working outdoors in inclement weather preferred.
- Comfortable and capable of performing field operation in and around water preferred.
- Must possess access to reliable transportation with the ability to travel to various work site locations throughout eastern Kansas.
- Ability to occasionally lift and carry up to 30 lbs. preferred.
- Must be equipped for work from a home office including internet access, laptop computer, and space to work.

Organizational Overview: Friends of the Kaw (FOK) serves the Kansas River, known locally as the Kaw. The Kaw is the largest prairie watershed in the world. The river originates at the junction of the Smoky Hill and Republican Rivers and runs more than 173 miles to meet the Missouri in northeast Kansas. The Kaw provides drinking water for 800,000 people. For more than twenty years, our group has been the only grassroots conservation group dedicated to protecting the Kaw.

FOK's Mission is to:

- Advocate for the rehabilitation of the Kansas (Kaw) River and its environs – water quality and wildlife habitat
- Promote compatible public recreational use of the river
- Encourage the development of adequate public access
- Educate our watershed citizens about the negative impacts of stormwater runoff to the water quality of the Kansas River
- Cooperate with other individuals, organizations and agencies as appropriate to meet these goals



Friends of the Kaw is an equal-opportunity employer. Come as you are, all applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. We welcome all.

Application: Resume, References and Letter of Interest via email to:
riverkeeper@kansasriver.org

Application Closes: Friday, November 29, 2019 at 5:00 PM

Thank you for your interest in our work to protect and preserve the Kansas River!