



PIEDMONT CONSERVATION COUNCIL, INC.

JOB OPPORTUNITY: PROJECT MANAGER

Piedmont Conservation Council (PCC), a Resource Conservation & Development (RC&D) non-profit organization since 1967, is seeking a motivated team member for the role of Project Manager. PCC is dedicated to promoting environmental, agricultural and economic sustainability across its 10-county area of central North Carolina, which includes Alamance, Caswell, Chatham, Durham, Guilford, Orange, Person, Randolph, Rockingham and Wake Counties. PCC's mission is "to leverage people and resources for innovative projects that promote conservation and sustainable communities."

The Project Manager is a key part of PCC, responsible for managing and overseeing various projects. The position reports directly to the Executive Director and works with the Board of Directors towards increasing the impact of PCC's mission in a collaborative manor.

Major Areas of Responsibilities:

- Develops key partnerships with public agencies, businesses, communities and non-profit organizations to achieve community supported, sustainable and meaningful conservation outcomes
- Initiate, identify and implement project opportunities by locating sources of grant funding to develop projects related to major program areas
- Grant writing and contract development
- Responsible for grants and contract management; tracking and documenting project progress; preparation of complex and/or specialized reports; invoice tracking and/or entry as appropriate
- Work with ED to draft annual budget
- Establish and maintain effective working relationships with Member Counties, community groups and organizations as well as city, county, state and federal agencies
- Takes charge of ensuring that all tasks are completed in a timely manner and that all projects remain within budget
- Implements projects requested by the Board and Executive Director and prepares progress reports as necessary
- Other duties as assigned by the Executive Director and/or the Board of Directors

Required Knowledge, Skills and Abilities:

- Coordinating projects
- Interpreting guidelines to achieve desired results
- Supervising interns and/or volunteers
- Strong organizational skills, accuracy, attention to detail and ability to manage multiple tasks
- Demonstrated experience in implementing strategic program goals
- Demonstrated experience in compiling, submitting and being awarded grant funding support via Foundations, State and/or Federal grantors

**Education and Experience:**

- Bachelor's degree with coursework in agriculture, environmental science, ecology, soil science, agronomy, natural resources or related field
- Moderate experience in agriculture and environmental conservation with some supervisory experience
- Or an equivalent combination of education and experience

Location, Hours and Compensation

- Option to work remotely
- Travel will be required within PCC's 10-county service area. Mileage is compensated
- 20-25 hours per week, flexible schedule, with opportunity to increase hours
- Starting salary of \$20 per hour, negotiable, dependent upon experience

Application Process

Interested and qualified candidates should submit a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position. Include professional references and how you heard about this position. Submit resume and cover letter to info@piedmontconservation.org. Applications received by June 13, 2021 will receive priority.