Mālama Maunalua

JOB DESCRIPTION

JOB TITLE: PROJECT MANAGER

BASIC QUALIFICATIONS
• BA/BS degree and 5 years professional experience or equivalent combination of education and experience.
• Experience managing complex or multiple projects, including staffing, workloads, and deliverable tracking under deadlines.
• Experience in financial and progress reporting.
• Supervisory experience.

ESSENTIAL FUNCTIONS:
The Project Manager (PM) will serve as the lead project administrator for several grant awards made to Mālama Maunalua for the restoration of Maunalua Bay, and the surrounding watersheds. The position duration is guaranteed for 2 years, with likelihood of extension. The PM will serve as the project coordinator directing, supporting, and ensuring the appropriate administration and performance of all aspects of the projects’ management and evaluation. This includes ensuring meeting timely, high quality grant deliverables to the funders. S/he will also assist with maintaining contact between MM, NOAA and other funding agencies regarding the effective and timely administration of the award, including project implementation and evaluation, financial management, and federal award reporting.

The PM will report directly to, and be supervised MM’s Executive Director, while working with MM staff, contractors, and project partners. The PM will ensure appropriate, complete, proper and timely project administration, including contracting, budget execution, financial management, progress and financial reporting, and regular project progress evaluation.

TO APPLY:
Please email a one-page cover letter and resume as one document to dharper@malamamaunalua.org. Cover letter should address how you meet each of the Basic Qualifications listed above, and your reason for wanting the position.

REQUIRED KNOWLEDGE AND SKILLS:
• BA/BS, degree and at least 5 years professional experience or equivalent combination of education and experience.
• Experience managing large projects.
• Ability to make sound decisions on legal, financial, and reporting issues.
• Ability to communicate and work closely with scientists and conservation managers.
• Successful experience in partnership development (partners, community, government, etc).
• Ability to complete tasks independently with respect to timeline(s).
• Demonstrated ability managing time and diverse activities under deadlines while delivering quality results.
• Working knowledge of common software applications (e.g.; Word, Excel, Web browsers).
• Excellent communication skills via written, spoken and graphical means in English.

COMPLEXITY/PROBLEM SOLVING:
• Coordinates multiple projects with several variables, setting realistic deadlines and managing timeframes, encompassing multiple programs and coordinating the work of other professionals, inside and outside the organization. Incorporates cross-disciplinary knowledge to support program objectives.
Interprets guidelines, evaluates information, and modifies processes to adapt to changing circumstances.
Compiles data, resolves disparities, and modifies processes to generate plans.
Resolves routine issues independently, consulting with supervisor to develop plans for resolution of complex and unusual problems using creative solutions.
Negotiates complex agreements in political environments.
Identifies and disseminates lessons learned, best practices and methods, tools, consistencies and inconsistencies across plans.
Ensures program accountability and financial and legal compliance.

DISCRETION/LATITUDE/DECISION-MAKING:
- Ability to make sound decisions for MM in the following areas: legal, financial, reporting, contracting.
- Makes independent decisions based on analysis, experience, and judgment.
- Performs tasks with minimal supervision.

RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:
- Responsible for operating within grant award terms and conditions, MM budget guidelines, and federal financial rules and regulations to ensure sound financial accountability, reporting and performance.
- May need to gain cooperation from outside parties to accomplish program goals.
- Financial responsibility may include working within/managing a budget to complete projects, negotiating and contracting with vendors, and assisting with budget development.
- Ensures program compliance with internal policies and external requirements.
- Establishes and maintains optimal standards of performance for the program while controlling costs and administering budgets.

COMMUNICATIONS/INTERPERSONAL CONTACTS:
- Network with diverse groups, including land owners, conservation partners, and government officials to ensure project success.
- Provide a variety of information to staff and others, contributing to conservation projects and assisting workflow throughout the organization.
- Work and communicate effectively with a diverse group of people, including scientists, preserve staff, and others, providing and obtaining needed information.
- May speak with and in front of varied audiences regarding the project.
- Communicate strategic project goals and objectives.