Clean Lakes Alliance
Watershed Resources Manager

Clean Lakes Alliance seeks an experienced **Watershed Resources Manager** to join our passionate and dedicated team. This position is primarily responsible for cultivating partnerships to adopt and facilitate the implementation of strategic projects and actions recommended by the Yahara CLEAN Compact (https://www.cleanlakesalliance.org/yahara-clean/), a diverse coalition of community groups, and government entities working for cleaner and healthier lakes.

Clean Lakes Alliance is a 501(c)3 nonprofit devoted to improving the water quality of the lakes, streams, and wetlands in the Yahara River Watershed. Working closely with government agencies, waterway user groups, local businesses, farmers, policymakers, and riparian property owners, we serve as a positive voice in promoting our cherished lakes and a fundraising arm for project execution. Ultimately, we envision a future in which everyone views our lakes as the center of the community. To learn more about our work and values, please visit cleanlakesalliance.org.

POSITION DESCRIPTION

This is a full-time, exempt, benefits-eligible position that reports to the Deputy and Executive Directors. Primary duties are to develop and carry out Clean Lakes Alliance strategic initiatives that further the goals, objectives, and guidance of the Yahara CLEAN Compact. Secondary duties involve pursuing and managing program- and project-supporting grants, and working in co-partnership with the Watershed Initiatives Specialist to enhance and expand upon the organization's volunteer-involvement efforts. *(This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.)*

Responsibilities

- Identify, design, and implement community-wide programs and initiatives that facilitate the implementation of Yahara CLEAN Compact recommendations in which Clean Lakes Alliance can play an effective role **(60%).**
    - Cultivate new and existing relationships with the decision makers of various partner groups to catalyze needed actions (ex: County and local government parks staff, municipal engineers, elected representatives and policymakers, Friends organizations, state and local nonprofits, and agricultural groups)
    - Identify and build capacity around signature, high-visibility community projects that serve Clean Lakes Alliance strategic objectives
    - Serve as staff lead to Clean Lakes Alliance's Economic Impact & Policy Committee, and work in partnership with the Deputy and Executive Directors to set committee goals and agendas
    - Track, assess, and advocate for the completion of both planned and active watershed projects of relevance to Clean Lakes Alliance (ex: park master plans, green infrastructure, stormwater-control facilities, public shoreline improvements, farmer-incentive programs, leaf-free-street programs, etc.)
    - Represent Clean Lakes Alliance's role, values, and interests in local government policy- and decision making when applicable to our mission and work, including delivering expert testimony related to proposed or ongoing government projects and activities
    - Track, attend, and participate in relevant public meetings, especially those of government
    - Prepare and give presentations to diverse audiences, and participate on applicable advisory committees
    - Meet with leadership of key partners and stakeholder groups to officially adopt or endorse Yahara CLEAN Compact plan recommendations
- Develop and ensure the successful implementation of strategies and systems to improve and expand upon the recruitment, training, and ongoing engagement of the organization's volunteer base. Work in

partnership with the Watershed Initiatives Specialist to empower the completion of recommended at-home/business actions, and to train and coordinate volunteer ambassadors willing to guide others in those actions **(30%)**.
- Track, secure, and/or administer incoming and outgoing grants that help fund Clean Lakes Alliance initiatives and support the work of external partners **(10%)**
- As applicable: 1) Assist with other activities to raise public awareness, increase volunteerism, and broaden the adoption of individual actions that will benefit the lakes; 2) attend occasional weekend and evening meetings and events as part of building relationships with local watershed groups and government partners; and 3) supervise volunteers, interns, and LTE project positions

Preferred Qualifications

The following is a partial listing of the ideal skill sets, knowledge, experience, and abilities required to successfully perform the role and responsibilities of the position.

- Minimum of 3-5 years of post-graduate, professional experience
- Graduate degree in lake/watershed science, public affairs, natural resources management, biological systems or stormwater engineering, environmental studies, water policy, or other applicable discipline
- Broad and established relationships with water quality decision-makers and partners, especially within the Yahara River Watershed
- Strong knowledge of the biological, chemical, ecological, and physical dynamics of rivers, streams, wetlands, and lakes and their connection to landscapes. Experience applying those concepts through planning, design, implementation, education, and/or evaluation work.
- Successful track record of building, managing, and maximizing effective relationships among diverse partners and stakeholders
- Strong written and public-speaking communication skills, and with individuals ranging from lay audiences and front-line employees to senior-level executives and policymakers
- Highly organized and adaptable, with an ability to multitask while managing competing priorities
- Ability to juggle the demands of multiple programs and deadlines
- Familiarity or experience with community-based social marketing
- Familiarity or experience with the local government policymaking process
- Proven track record of writing and managing grants and reporting on outcomes
- Driven self-starter who can work both independently and collaboratively
- Creative idea generator and strategic thinker who takes the initiative to identify and solve issues, and who can seek out and capitalize on emerging opportunities
- A flexible, resourceful, and detail-oriented person that can work in a fast-paced environment, both independently and as part of a team
- Experience with technical data analysis, database management, and Geographic Information Systems

Work Environment and Job Specifications

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space, or equipment used to perform the duties of the position
- Work with frequent interruption
- Sit or stand for long periods of time
- Lift and/or move up to 25 pounds and occasionally lift and/or move up to 40 pounds
- Travel, as needed, for job-related events, meetings, presentations, etc. (usually within the Yahara River Watershed located in Dane, Rock, and Columbia Counties)

- 40-hour weeks with occasional evening and weekend work
- Willingness to meet with partners and attend meetings outside of normal business hours

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Primary Job Location

Verex Plaza: 150 East Gilman Street, Suite 2600, Madison, Wisconsin 53703
(On bus line and short walk or bike ride from the UW-Madison campus)

Compensation and Benefits

- This is a full-time, exempt, benefits-eligible position
- Base salary: $60,000-75,000, commensurate with experience relevant to the role
- Benefits: 12 paid holidays, 15 vacation days (starting), employer-paid life and disability insurance, paid family-leave policy, and 100% employer-matched retirement up to 4% of salary

APPLICATION PROCEDURE

To apply, please email a letter of interest, resume, and professional references to resumes@cleanlakesalliance.org by **May 28, 2021**. Be sure to include "Watershed Resources Manager Application" in the subject header. Potential start date is **July 1, 2021**. Note that references will only be contacted for the final applicant pool, and candidates will be notified beforehand.

Clean Lakes Alliance values diverse life experiences and is an Equal Opportunity Employer. We encourage candidates of all races, ethnicities, gender identities, and backgrounds to apply.