

ORGANIZATIONAL INFORMATION

The Galveston Bay Foundation (GBF) is a nonprofit conservation organization that has worked for over 37 years to preserve and enhance one of the nation’s most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land conservation, habitat restoration, water protection, education, and advocacy. Our office is located in Kemah, Texas. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org or find us on social media.

Position title: Habitat Restoration Manager
Reports to: Director of Habitat Restoration
Classification: Full-time, exempt
Compensation: \$50,000-\$60,000 (*salary commensurate with experience*)
Benefits package includes health insurance options, long-term disability insurance, retirement savings with company match, and paid time off accrual.

POSITION SUMMARY

The Habitat Restoration Manager will work with the Director of Habitat Restoration as well as local, state, and federal partners to conceptualize and implement projects to protect, restore, and/or enhance native coastal habitats in and around the Galveston Bay estuary. This position specifically focuses on the restoration of estuarine ecosystems such as oyster reefs, intertidal marsh, and bird rookery islands, as well as the creation of living shorelines.

KEY DUTIES AND RESPONSIBILITIES

- Manage habitat restoration projects from conception through implementation
 - Conduct site assessments and develop project design
 - Develop permit applications and coordinate with regulatory agencies to secure necessary state and federal permits/leases
 - Secure and manage subcontractors for surveying, engineering, and other contractual services necessary to complete projects
 - Monitor and assess restoration efforts to maintain permit compliance and identify potential need for adaptive management
 - Engage volunteers in community-based restoration as deemed feasible
 - Coordinate with academic partners on project-related research and/or monitoring
- Provide financial oversight for projects and oyster programming including management of budgets, preparation of grant proposals, and management of grant contracts
- Oversee Oyster Team strategic planning and staff management associated with oyster shell recycling operations and participatory science programming
- Manage GBF’s Living Shorelines Initiative including consultation with landowners, community outreach, and coordination with local, state, and federal partners
- Assist with and lead field activities related to GBF’s conservation programs & community events

QUALIFICATIONS

The ideal candidate is a self-directed project manager with experience in the coastal environment and leading a team. The position is well-suited to someone who can manage multiple projects independently and enjoys a combination of project management duties and field work.

Required qualifications include:

- Bachelor's degree in environmental science, natural resource management, or a related field
- 2-3 years of project management experience in environmental science or a related field
- Field work experience, particularly in the coastal environment/on the water
- Strong interpersonal skills, including the ability to develop and manage productive relationships with staff, partners, and the community
- Ability to work on multiple projects at once, meet deadlines, and adaptively manage projects and programs
- Proficient with Microsoft Office software (Outlook, Word, Excel, PowerPoint)
- Basic knowledge of ArcGIS products

Preferred qualifications include:

- 3-5+ years of project management experience in environmental science with a focus on coastal resources and/or habitat restoration
- Knowledge of environmental rules and regulations and experience with state and federal permitting processes
- Experience operating field equipment such as a handheld GPS and a drone
- Experience driving/operating trucks, trailers, and boats
- Experience writing and/or managing state and/or federal grants

The position will remain open until filled. Only qualified applicants will be considered. To apply, email a cover letter and resume to sclark@galvbay.org. Please reference the position title in the subject line of your email.

The Galveston Bay Foundation is committed to celebrating diversity and promoting an inclusive workplace environment. We respect and value the differences of people and actively work to ensure fair and equal treatment of our employees and constituents regardless of differences in race, ethnicity, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic. It is key that our staff, board, volunteers, supporters, and programs are inclusive and reflective of the people of Texas and our Galveston Bay region. These efforts make Galveston Bay Foundation stronger and more resilient and truly able to serve Galveston Bay for generations to come.