



YOSEMITE
CONSERVANCY

Project Manager

Position type: Exempt full time

Reports to: Chief of Projects

Location: Yosemite National Park

The Project Manager, based in El Portal, works closely with Yosemite National Park staff to facilitate project work funded by Yosemite Conservancy. This role is key to connecting grant-funded project work in the park with communication to donors and supporters. The Project Manager is responsible for collaborating with the National Park Service (NPS) and other partners on funded and proposed grant projects, developing contracts in support of project work, managing consulting teams, and tracking grant updates and budgets. Supervised by the Chief of Projects, the Project Manager will maintain close working ties with both park service and Conservancy teams to communicate priorities, support strategic goals, and build relationships with partners and supporters.

The Conservancy Grants team is small but mighty. Overseeing more than 65 projects annually and managing budgets in excess of \$5M, we must be accountable and communicative, sensitive to the challenges inherent in our public-private partnership. The Project Manager is a highly visible park position, responsible for communicating and translating priorities and strategic goals to NPS project managers, and project updates and milestones to Conservancy staff. Much of the work is enhanced by in-person meetings and collaboration. Being in the park to monitor and experience projects firsthand and to collaborate closely with park colleagues helps to build trust and enhance our partnership.

Who We Are

We're passionate about Yosemite — and about helping all people connect with, learn about, and take care of the park. As a member of the Conservancy team, you'll be making a difference for Yosemite every day. We work together to provide enriching visitor programs and services, and to support projects that protect wildlife, restore trails and habitat, advance scientific research, inspire visitors, and much more.

What You'll Do

The Project Manager reports to the Chief of Projects and is responsible for the following:

Leads:

- **Project Management:** Provides leadership role in managing interdisciplinary teams of NPS and partner staff, consultant teams and other contractors to move planning and design forward on Conservancy-funded projects. Uses project management skills of communication, meeting facilitation, collaboration, consensus building and strategic thinking to further park planning and design efforts.
- **Grant Tracking:** Works closely with NPS and Conservancy staff to facilitate grant proposal process, including proposal development and review. Monitors funded projects closely, communicating with project managers to record and track project milestones, review and document proposed changes to grants, and troubleshoot issues. Oversees disbursement of funds, appropriate recognition of donors, and sharing of information and data to maximize NPS-Conservancy communication and partnership. Leads the collection, tracking, filing, and compiling of project status reports and grant outcomes.
- **Contract Development and Management:** In coordination with NPS project managers, negotiates and develops consultant and vendor contracts to complete project work. Manages active contracts including



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monitoring of deliverables, expenditures, progress, and modifications.

- **In-Park Representation:** Represents Yosemite Conservancy at NPS and partner meetings and events, and hosts project tours and site visits for donors, supporters, partners and park staff, with both prepared presentations and informal project information.

Supports:

- **Project Team Meetings:** Serves on interdisciplinary project planning and design teams with YC and NPS staff to strategize and provide input that supports both NPS and Conservancy missions. Uses strategic thinking, judgement, and knowledge of the park to contribute to solutions to problems facing Yosemite.
- **Administration:** Supports grants team as a whole, including preparation for council and board meetings, annual committee meetings, project coordination, and other general administrative duties.

Who You Are / Keys to Success (the must-haves)

To be successful in this job, you will excel in these areas:

Hard skills:

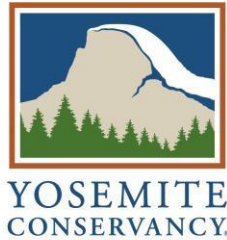
- Excellent communication and relationship skills. Able to communicate clearly and effectively with a variety of internal and external stakeholders.
- Able to prioritize, quickly manage multiple projects, and meet multiple deadlines
- Proven ability to manage work in a highly organized manner, excellent attention to detail
- Experience with contract negotiation and management, budgeting, and file system organization
- Mastery of MS office suite
- Extensive National Park-based experience and familiarity with Yosemite
- Valid driver's license and personal vehicle

Soft skills:

- Commitment to the mission, values, goals, and success of the Yosemite Conservancy; knowledge of /and enthusiasm for National Parks, public lands, conservation, and protected areas
- Detail and solutions-orientated, while also being collaborative, creative, and flexible
- Familiarity with private-public partnership dynamics
- Trustworthy, flexible, energetic, and personable
- Committed to continual learning and teaching, to the Conservancy mission, and to advancing a culture of inclusion in the organization and in Yosemite.
- Self-starter who displays initiative in taking on new projects as requested
- Sense of humor
- Willingness to tackle any challenge, large or small

The following are plusses, but not requirements:

- Master's degree
- 3-5 years of professional experience in project management, with some experience in nonprofit sector or in a



- cause-oriented field
- Familiarity with philanthropic organizations, experience with Boards and donor relationships

Salary

This is a full time, exempt position - \$62,400 annually

Working Conditions

- The position is full-time and is based out of El Portal in Yosemite National Park.
- Working virtually from home part time is acceptable, but an office presence each week is required.
- Primarily desk-/computer-based, with regular meetings (in person, or via video or phone) and site visits in the park that involve weekend and evening hours, and travel on uneven ground.
- Occasional travel to San Francisco for meetings and general relationship-building with colleagues, which could involve weekend and evening hours and travel on city streets.
- Potential to lift, carry or otherwise move objects weighing up to 30 pounds.
- Housing is a possibility.

What Else You Should Know

We value diversity among our staff just as we value it among park visitors. As such, Yosemite Conservancy is an equal opportunity employer, and we encourage people of all backgrounds to apply to join our team. We especially encourage people of color, LGBQ people, transgender and gender non-conforming people, and people with disabilities to apply.

We plan to resume travel to occasionally co-work and meet with colleagues and donors in San Francisco. As such, the role requires periodic travel.

We offer excellent benefits, including:

- 11 annual holidays and 2 floating personal days
- 100% paid premiums for employee health insurance
- Vision and dental insurance
- Basic life insurance
- Vacation and sick leave
- Retirement program (following one year of employment)

How to Apply

Please send a cover letter and resume in a single PDF file to jobs@yosemite.org with the subject line “your name – Project Manager” by September 7th. All applications will be reviewed when the application period closes.



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Thank you for your interest!