



# Institute for Applied Ecology

The Institute for Applied Ecology (IAE) is a non-profit founded in 1999 with a mission to conserve native species and habitats through restoration, research, and education. Our vision is a world where all people and wildlands are healthy and interact positively, biological diversity flourishes, and environmental challenges are met with a social commitment to solving problems with scientific principles.

Our Southwest Office (IAE SW) works in New Mexico and Arizona. We cultivate partnerships to facilitate large-scale, regional conservation projects, develop ecologically appropriate sources of native seed, offer native species education opportunities and materials, provide technical assistance to restoration and management planning and implementation, and conduct on-the-ground habitat restoration and applied research.

*IAE values diversity and equity, and we encourage applications from all groups of people. We recognize that the strength of IAE is in our people, and we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. IAE does not and will not discriminate in employment and personnel practices, and our commitment to equal employment opportunity applies to every aspect of the employment relationship.*

## Southwest Plant Materials Program Manager

**Start Date:** preferably 9/23/2024, with some flexibility

**Location:** Santa Fe, NM or Phoenix, AZ

**Status:** Regular, full-time

**Job classification:** Project Manager 3

**Supervisor:** Southwest Branch Director

**Hours:** Typically, Monday-Friday 8:30am-5:00pm local time, with optional offsite/remote working 2 days/week.

**FLSA Status:** Exempt

**Compensation:** \$62,400-\$66,560 annual salary, depending on experience

*Plus, competitive benefits package, including medical insurance, 401k match, life insurance, paid holidays, and paid time off (sick and vacation leave)*

### Position Description

The Southwest Plant Materials Program Manager leads IAE's southwest plant material development activities, providing oversight to restoration operations in Arizona and the [Southwest Seed Partnership](#) (SWSP). The SWSP, established in 2015, is a collaboration among multiple public and private organizations and coordinated by IAE to improve the supply of ecologically-appropriate native seed for restoration projects in New Mexico and Arizona. The SWSP facilitates every step of plant materials development and is expanding its seed collection, production, and restoration operations in the Southwest. Responsibilities of the Southwest Plant Materials Program Manager include leading and guiding a plant materials development team, supervising the SWSP Coordinator, Ecologists, and Technicians in collecting and testing seed; developing and maintaining relationships with partners and native plant growers; and using native seeds in restoration projects on behalf of multiple partners in New Mexico and Arizona. In addition, the incumbent frequently contributes to report writing and grant proposals to support IAE operations.

This is a full-time, regular position that requires occasional overnight camping and non-traditional work hours, sometimes inclusive of weekend and evening hours to complete project deliverables and participate in meetings or conferences.

## Specific Responsibilities

### Project management (50%)

- Develops and manages projects and associated budgets with minimal supervision/advising from supervisor
  - Manages coordination with project partners/funders
  - Develops project work plans
  - Implements project deliverables while staying within the budget and timeline
  - Communicates closely with staff and partners on project progress
- Implements project work plans, including field work components, with minimal direction and supervision, including:
  - Southwest Seed Partnership
    - Provide project oversight for southwest seed collection crews, including support for hiring, training, logistics, hitch plans, and track acquisition of target species.
    - On behalf of multiple partners, work collaboratively with the SWSP team to facilitate and implement the goals of the 5-year SWSP strategic plan
    - Support SWSP Coordinator on nursery and farm production, including production contracts, grower recruitment, and field inspections and farm capacity assessments
    - Help maintain relational seed inventory database. Work closely with the Plant Materials Ecologist to support data entry, QA/QC, management procedures, identify relational database needs and systems and procedures to improve plant material procurement, storage, and dispersal to projects
    - Coordinate other project managers on seed data using electronic data software (such as ESRI and AGOL)
    - Facilitate establishment of a seed cleaning and storage facility and native seed certification in Arizona
    - Support partner seed needs assessments, seed menus, and development of seed projection training and a market analysis for sustainable native seed marketplaces.
    - Assist with meeting facilitation and partner recruitment
  - Rare plants: Oversight of technical staff conducting rare plant surveys and seed banking in Arizona and southern New Mexico.
  - Restoration: Oversight of technical staff conducting restoration projects in Arizona and Southern New Mexico, including.
- Anticipate project changes over time and adapt to changing project needs smoothly in a timely fashion over the life of the project.

### Coordination or supervision of others (25%)

- Supervises technical staff, including seasonal technicians
- Coordinates the work of several field crews, plans hitches, leads safety protocols
- Manages subcontractors
- Organize and lead volunteer events

### Writing (15%)

- Independently writes reports and other written products and provides document review with peers and supervisors
- Effectively communicates in writing appropriate information to the anticipated audience, which may be a funder, a member of the scientific community/peer-reviewed outlet, a project partner, a member of the public, etc.
- Provides updates and content to the SWSP website, SWSP annual newsletter, blogs, social media

### Grant/Agreement proposal preparation (10%)

- Contributes to program funding by writing or contributing substantially to grants/proposals and develops budgets
- Develops proposals, including cultivation of a relationship and coordination with the funder and project partners and development of the project concept, budget, and schedule.

- **Other duties as assigned**

- Attend internal and external trainings, assist on other projects as needed
- Assist with IAE seed lab, farm, and greenhouse work as needed
- Support seed/native plant material restoration and research
- Interpret and communicate results from seed-based research and monitoring results
- Assist IAE staff and partner organizations with trainings and workshops

Studies have shown that Black, Indigenous and People of Color (BIPOC), women and other marginalized groups are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

### **Minimum Qualifications**

- A minimum of five years of plant-related conservation work experience and two years supervision experience.
- Strong organizational skills and attention to detail. Experience managing and coordinating several projects simultaneously.
- Positive attitude and excellent oral and written communication skills.
- Demonstrated proficiency with Microsoft Office applications (Word, Excel, PowerPoint)
- Ability to navigate to field sites using electronic devices.
- Current U.S. driver's license and acceptable driving record.
- Interest and passion for native plant conservation.
- Ability to plan, facilitate, and provide follow-up for group or public meetings with minimal support or supervision.
- Fully proficient in Excel and database management (report and form design, complex queries development) and develops database structure; able to generate queries and reports. Creates and/or edits data management plans with some supervision.
- Basic analysis (calculate area or length), edit shapes, manage and update data using GIS products
- Able to accurately convert written abstracts/summaries into accessible language, with minor review and editing, and can translate larger articles/papers to accessible blog content, with assistance and moderate editing.
- Adapts seed facilities as needed for improved storage conditions. Assesses seed labs and works with them for seed testing. Interprets seed tests. Strong knowledge of mature seed - inspection of embryo.
- Botanical expertise, familiar with dichotomous keys and floras

### **Preferred Qualifications**

- Field experience working in Southwest habitats and familiarity with the flora.
- Knowledge of Southwest restoration needs and potential native seed stakeholders.
- Familiarity with non-profits and project proposal/budget preparation.
- Knowledge of the BLM Seeds of Success protocols.
- Experience working with agricultural producers and understanding of nuances related to native species propagation, establishment, and harvesting.
- Experience with contracts, contractor management, project planning and implementation, budgeting, and permitting.
- Strong background in project management and coordination.

### **How to Apply**

Applications are due by **11:59pm, Monday, September 2nd, 2024** and will be reviewed on a rolling basis. To apply, please complete this [online form](#) and email your resume and cover letter as a single PDF to [humanresources@appliedeco.org](mailto:humanresources@appliedeco.org)

*If you have any questions or concerns, please refer to our [FAQ](#) or direct them to [humanresources@appliedeco.org](mailto:humanresources@appliedeco.org) and we will get back to you as quickly as possible.*

