



## **JOB DESCRIPTION: PROJECT & OPERATIONS MANAGER**

The Green Lake Association (GLA), Wisconsin's leading lake association, is seeking a dedicated and results-driven Project & Operations Manager to oversee critical lake protection initiatives. This role offers a unique opportunity for a skilled leader to play a key role in safeguarding Green Lake, Wisconsin's deepest natural inland lake, through hands-on project management, operational oversight, and stakeholder collaboration.

### **ABOUT THE GREEN LAKE ASSOCIATION**

Founded in 1951, the GLA is a nonprofit organization dedicated to protecting and improving the water quality of Green Lake through science-based conservation practices, education, outreach, and partnerships. We work closely with local stakeholders, partners, and the watershed community to implement solutions that ensure the long-term health of the lake. Our office, located in a restored courthouse just a short walk from the lake, offers a collaborative work environment in the heart of a vibrant, tourist-focused community.

### **POSITION OVERVIEW**

The Project & Operations Manager will be responsible for overseeing and managing a diverse portfolio of lake conservation projects and ensuring the organization's operational needs are met. This role requires an individual with strong project management experience, the ability to lead stakeholders toward achieving environmental goals, and a solid understanding of the scientific principles driving water quality improvement efforts.

### **KEY RESPONSIBILITIES**

The responsibilities listed below are typical for this position but are not exhaustive and may change based on organizational needs. Additional duties may be assigned as required.

#### ***Project Management***

- Lead the execution of a portfolio of watershed management projects, primarily focused on phosphorus reduction, streambank restoration, and other conservation priorities aligned with GLA's strategic plan.

- Manage project timelines, budgets, deliverables, and resources, ensuring projects are completed on time and within scope.
- Collaborate with GLA staff, consultants, landowners, government agencies, and external partners to ensure successful project outcomes.
- Proactively address external factors (e.g., regulations, partner engagement) that may impact project execution.
- Monitor project progress and provide updates to leadership and the GLA Board.
- Prepare site-specific project reports, periodic progress reports, final project reports, task summaries, and basic project outreach.

### ***Data Acquisition & Reporting***

- Coordinate the logistics and implementation of scientific studies and pilot projects, including field data collection and equipment management.
- Facilitate the collection of data that supports studies, helps prioritize the location of best management practices in the watershed, and measures the effectiveness of our efforts.
- Oversee the US Geological Survey contract and stream sampling program, supplementing it with bi-monthly sampling at several stream locations.
- Collect, analyze, and present data on project performance, providing insights and recommendations based on findings.
- Compile data to create clear summaries and visual representations to concisely communicate project outcomes to a range of audiences.

### ***Operations & Infrastructure Management***

- Oversee the maintenance and operational readiness of all GLA-owned equipment, including boats, field vehicles, and sampling tools.
- Manage the procurement, inventory, and use of equipment by GLA staff, ensuring compliance with safety and quality standards.
- Coordinate the repair, calibration, and replacement of equipment as needed.
- Communicate effectively with vendors and operators involved in watershed management projects, managing their work to ensure alignment with project goals.
- Conduct site visits and proactively troubleshoot potential project issues to ensure smooth execution.

### ***Stakeholder Engagement***

- Serve as a key representative of the GLA in meetings with partners, community members, and government officials, effectively communicating project goals and water quality initiatives.
- Build and maintain strong working relationships with external stakeholders to advance GLA's mission and projects.

- Navigate complex multi-partner dynamics to influence outcomes, despite not having direct authority over partners or collaborators.

### ***Grant Reporting***

- Support the administration of grants by tracking progress and preparing necessary reports to meet funder requirements.
- Assist in the submission of grant deliverables, including project documentation and reimbursement requests.

### **CURRENT LANDSCAPE**

The GLA recognizes that traditional best management practices for reducing phosphorus alone are insufficient for achieving a measurably cleaner lake. As a result, we are collaborating with a Science Advisory Panel to explore innovative, science-based projects that sequester phosphorus—while we work with our partners to address its root causes. This pioneering work brings both complexity and opportunity, requiring creative approaches and a willingness to navigate uncharted territory.

Success in this role calls for political astuteness, adaptability, and a proactive mindset to manage evolving information, challenges, and opportunities. The Project & Operations Manager will be tasked with prioritizing multiple, often competing projects, ensuring each aligns with GLA's strategic goals. As a nonprofit without direct jurisdictional authority over partners or landowners, success will rely heavily on building relationships, influencing decisions, and fostering collaboration to drive impactful conservation efforts.

### **QUALIFICATIONS**

#### **Minimum Requirements**

- Bachelor's degree in a relevant field (e.g., biological sciences, environmental science, engineering, project management).
- Strong project management skills, including experience with multi-partner, multi-phase initiatives.
- Excellent verbal and written communication skills for a range of audiences, including scientific professionals, community members, and government officials.
- Ability to work independently, manage competing priorities, and solve complex problems.
- Demonstrated ability to build consensus and lead collaborative efforts across teams.
- Highly organized, with attention to detail for all aspects, including project planning and logistics, budgeting, report writing, partner collaboration, and implementation of on-site water quality improvement projects.

#### **Preferred Qualifications**

- Project Manager Certification or similar qualification.
- 4-8 years of project management experience, preferably in an environmental or nonprofit setting.
- Experience operating equipment, hand tools, and/or machinery.

- Boater safety license and ability to navigate a trailer.
- Familiarity with data analysis tools and presentation software (e.g., Microsoft Excel, PowerPoint, ArcGIS).

### **BENEFITS & OFFICE ENVIRONMENT**

This full-time position offers a salary range of \$50,000 to \$65,000, depending on experience. We are pleased to offer a comprehensive benefits package, which includes paid holidays, vacation time (ranging from 10 to 20 days based on tenure), sick leave, cash in lieu of medical benefits, short-term disability, family leave, bereavement leave, and flexible spending accounts for medical and dependent care. Additionally, the GLA provides a retirement plan with a 100% match up to 3% of salary contributions.

This position reports directly to the CEO and may require occasional evening or weekend attendance at events, with advance notice.

### **APPLICATION PROCESS**

This position was posted on September 9, 2024 and will remain open until filled—though applications received by October 7, 2024 will be given preference. Applications will be acknowledged and reviewed when submitted. To apply, send the following materials to Taylor Haag, Assistant Director, at [taylor@greenlakeassociation.org](mailto:taylor@greenlakeassociation.org):

1. A cover letter that describes why you are interested in and qualified for the position.
2. A resume that summarizes relevant education and experience.

Three professional references will be requested of top candidates.