Project Manager Announcement
Full-Time, Salaried Position with Benefits

Shirley Heinze Land Trust (SHLT) protects and manages over 2,700 acres in Lake, Porter, LaPorte and St. Joseph Counties in northwestern Indiana. The Project Manager (PM) will be responsible for managing projects for SHLT that will advance Conservation, Stewardship, and Educational programming by implementing, advancing, and tracking projects. Additionally, the PM will coordinate and communicate with staff, board members, partners, landowners, and others associated with projects.

DUTIES AND RESPONSIBILITIES:
Develop and implement projects, particularly ag protection, water quality, and community-based conservation initiatives.
Work in collaboration with diverse groups of staff, partners, volunteers, landowners, and farmers to promote and implement SHLT initiatives.
Organize meetings and convene partners to advance strategic goals.
Become familiar with, and utilize Farm Bill programs administered through the Farm Service Agency (FSA) and the Natural Resources Conservation Services (NRCS).
Pursue local, state, federal, and foundation funding to advance new initiatives and support existing SHLT work.
Create and manage spreadsheets and other documents necessary to advance projects, including the recording, analyzing, and storing of metrics data.
Develop project proposals including budgets and timelines.
Complete interim and final project reports including financial reports.
Assist with grant reporting and advancing capital projects.
Assist with the creation, implementation, and tracking of strategic workplans.
Track funds, expenses, staff hours, and volunteer hours associated with projects.
Keep organized records of active and completed projects.
Document and showcase projects through photographs, videos, presentations, virtual programming, and special events to promote the work of SHLT.

Minimum qualifications:
• BS, BA
• Passion for conservation and non-profit work
• Exceptional organizational skills
• Exceptional communication skills
• Good people soft skills
• Familiar with the northwestern Indiana area
• Familiar with northwest Indiana ecosystems, flora, fauna
• Positive attitude
Preferred qualifications:
• MS, MBA
• Familiar with local agencies, municipalities, non-profits
• Experience in conservation ecology, agriculture, and/or non-profit administration
• Experience with Farm Bill and water quality programming
• Experience working with farmers and non-operating farm owners
• Experience working with broad coalitions and advancing community-based projects
• Experience with presentations and social media
• Experience with GIS

To apply:
Please direct inquiries and applications, including resume, letter of interest, references and salary requirements to:

Kristopher Krouse, Executive Director
Shirley Heinze Land Trust, 109 West 700 North, Valparaiso, IN 46385
kkrouse@heinzetrust.org
219-242-8558

Electronic submission is encouraged. Visit www.heinzetrust.org to learn more about the organization.

Deadline:
March 15, 2021