

Prairie Pothole Joint Venture Conservation Operations and Administration Manager

Application Deadline

This opportunity is open until October 20, 2025

The successful applicant can expect to start within 6 weeks after accepting a job offer.

Position Duration

Two years. The position will likely be extended for additional years pending job performance and funding. Successful applicant may be required to fundraise for extension of this position as part of job duties.

Overview and Job Duties

This position is for a highly qualified individual to work in a joint capacity with Wildlife Management Institute (WMI) and the Prairie Pothole Joint Venture (PPJV). The successful applicant will support PPJV's business model of achieving partnership-based bird habitat conservation through shared investment by public and private entities.

The successful applicant will play an instrumental role in achieving the PPJV's goals and objectives by managing all aspects of business operations including tracking budgets, cooperative agreements, grants, and administrative functions. The position leads and manages PPJV operations and administrative tasks to achieve a high level of accountability, cost-effectiveness, and efficiency in implementation of business functions. The position supports JV staff in strategic planning, initiative development, and work planning by identifying and conveying alignment of the PPJV's conservation objectives, business model, and partnership opportunities.

DUTIES AND RESPONSIBILITIES

Cooperative and Inter/Intra-Agency Agreements Oversight

- Provide advice and guidance to states, federal agencies, Native American Tribes, and other natural resource organizations in development of agreements that facilitate achievement of shared habitat conservation objectives.
- Stay abreast of all cross-cutting federal laws and regulations and coordinate with states, Native American Tribes and other natural resource organizations, as well as other FWS programs to ensure that agreements are in compliance.
- Stay abreast of changing grant regulations for opportunities like NAWCA and NFWF funding to assist partners in applying for grants.
- Develop and administer cooperative and inter/intra-agency agreements as needed, following U.S. Fish and Wildlife Service (FWS) guidelines, to advance PPJV programs and initiatives.
- Use spreadsheets or databases to track the status of active cooperative and inter/intra-agency agreements.

- Work with cooperative agreement holders to develop service contracts and sub-awards, primarily through competition, that support and advance PPJV programs and initiatives.
- Work with PPJV coordinator to develop scope of work, deliverables, timeline, and budget for service contracts and sub-awards.
- Use spreadsheets or databases to track the status of active contracts and agreements as needed.
- Maintain electronic and hard copies of contracts and agreements.

Budget Team and Budget Oversight

- Serve as a member of the PPJV budget team, which includes participating in monthly team meetings and working with team to develop the annual organization budget.
- Work with PPJV coordinator to track income and expenses.
- Frequently review PPJV budget files with project coordinators to identify errors and make corrections.
- In coordination with the PPJV Coordinator, provide billing instructions to ensure expenses are charged to correct agreements and funding sources.

Administration and Operations Management

- Support major PPJV initiatives by leading and managing administrative functions necessary to achieve stated goals and objectives.
- Contribute to the development of grant/philanthropic funding proposals as requested.
- Provide assistance in the administration of grants or donations received by monitoring requirements and progress, contributing to funder reports, tracking match contributions, and other aspects of grant administration.
- Develop other agreements, such as MOUs, to advance PPJV projects and programs.
- Participate in PPJV Management Board, staff, and Science Team meetings as requested and provide team members with reminders of the requirements and deliverables associated with PPJV inter/intra-agency and cooperative agreements. Collect and produce meeting notes as requested.
- Contribute to development of a PPJV Annual Operations Plan.
- Contribute to the PPJV's annual accomplishment reporting to the FWS.
- Coordinate and schedule staff training.
- Prepare reports associated with property, training, vehicle use, equipment, safety, travel, and various other special reports as requested.
- Facilitate federally required records management: Update and maintain records retention system and use of active files. Systematically dispose of records according to established plans and policies.
- Manage the acquisition of necessary supplies, equipment, and construction to meet staff needs.
- Ensure purchases are in accordance with Federal procurement regulations and within delegated authority.
- Supervise the inventory of all accountable property. Conduct an annual physical inventory of all accountable property.

Required Knowledge, Skills, and Abilities

Superior communication (written and oral) skills. Must be comfortable both speaking in public and in engaging partners on a one-on-one basis.

Willingness to be an advocate for PPJV work and the public-private partnership of the PPJV.

Ability to work independently.

Familiarity with MS Word, MS Excel, Adobe Acrobat, Power Point, Teams, and Google docs.

Unwavering attention to detail and accuracy.

Valid driver's license and acceptable driving record.

Willingness to occasionally travel for PPJV team or Management Board meetings.

Interest in the conservation of sustainable working lands and healthy ecosystems.

Preferred Knowledge, Skills, and Abilities

Basic knowledge of the purpose and operations of a Joint Venture.

Basic knowledge of habitat and wildlife within the Prairie Pothole Region.

Familiarity with key PPJV partners such as state wildlife management agencies, Ducks Unlimited, Pheasants Forever, The Nature Conservancy, Audubon, the Natural Resources Conservation Service, and local conservation entities within the Prairie Pothole Region.

Basic knowledge of relevant conservation programs, including Federal Farm Bill programs (CRP, EQIP and CSP), FWS Partners for Fish & Wildlife program, NAWCA, and other applicable federal, state, and local conservation programs.

Qualifications

Minimum - Bachelor's Degree in a conservation or business-related field from an accredited academic institution and three or more years of professional experience in a conservation or business-related organization.

Preference will be given to candidates who have professional experience related to office administration and management, grant writing, and partnership-based organizations that report to a Management Board of diverse partners. Experience assisting with development of annual work plans including budgets is preferred.

Compensation

This salaried position pays \$65,000/year (\$31.25/hour equivalent). As a limited term employee of WMI, the successful applicant will be expected to work no more than an average of 72 hours per two-week pay period. Office space, computers, etc. will be provided. The successful applicant will be eligible for WMI 401(k) retirement benefits and WMI will provide workers' compensation, general liability protection, and professional liability protection and unemployment insurance benefits. The successful applicant will be entitled

to make voluntary contributions to their 401(k) retirement plan. The successful applicant will be eligible for health, dental, and vision insurance coverage but not vacation pay, sick leave, or disability benefits. WMI will withhold taxes including social security.

Location

Great Falls, Montana (preferred).

A partner office within the Prairie Pothole Region can be considered as can a remote office.

Willingness to occasionally travel for PPJV team or Management Board meetings is required. Reasonable travel costs will be covered but time may not be if successful applicant works at a remote office outside of the Prairie Pothole Region.

To Apply

Please submit your resume, cover letter, and contact information for three professional references as one Word or pdf file. Packages without all materials will be returned and applicant will not be considered for the position. Send application package as one Word or pdf file to lauri_hanauska-brown@fws.gov.

For questions about job duties as described or work location contact Lauri Hanauska-Brown, PPJV coordinator, at lauri_hanauska-brown@fws.gov or 406-594-6943 . For questions about WMI, contact Scot Williamson at SWilliamson@wildlifemgt.org.

Application closes October 20.