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**Application Deadline: February 13, 2022****Job Title:** Analytics Project Manager**Location:** Portland, OR or remote in Pacific time zone**Position Type:** Full-time**Expected Start Date:** Q1 2022

**Who we are:** The Freshwater Trust (TFT) is a non-profit leader in watershed analysis, restoration/ conservation program design, and implementation. Our team members are building tools and creating and testing new solutions that will help to create resiliency in our rivers. With a mission of preserving and restoring freshwater ecosystems, our approach is driven by science, data, and results (see our [Core Values](#)).

With headquarters in Portland, OR, TFT employs 45+ team members across Oregon, Idaho, Washington and California. We currently have three physical offices in Portland, Ashland, OR and Sacramento, CA. Our team members range in background and skillset; teams include a philanthropy and fundraising team, communications team, science and analytics team, restoration team, legal team, finance team, and administrative and systems support.

**Who you are:** The Analytics Project Manager is an experienced project manager and highly organized multi-tasker with excellent interpersonal skills. You enjoy working with technical teams and find joy in a clear and organized project plan and successfully executed, team-based project. As the lead project manager for analytics projects, you will support project delivery using coaching and management skills, including internal team coordination, task delegation, and oversight of deliverables, timelines, and budget. Values teams and collaboration, flexibility, and effective communication. This position reports to the Science and Analytics Director in Portland, OR.

**Position Responsibilities:**

- Successful delivery of multidisciplinary projects.
- Plan, document, and schedule project work packages and tasks.
- Manage and control project costs, project scope, tasks, and staff resources relative to concurrent and planned projects.
- Contract administration, including but not limited to status reporting; deliverable review and approvals; partner communications; coordination of internal and external partner meetings.
- Collaborate regularly with Science and Analytics Director, project teams, product managers, and other project stakeholders to meet project scope and analytics lifecycle requirements.
- Develop a sophisticated understanding of the complex contexts for watershed-scale programming.
- Maintain team focus.

**Desired Skills and Qualifications:***Qualities and skills:*

- Experience with projects in one or more of the following areas: applied research, research and development, software development, product development, natural resources management and modeling, decision support, analytics, data, IT.

- Excellent written, oral, and presentation communications skills.
- Proficiency with various digital communication and project tracking tools, including project management systems, video conferencing platforms, online file management systems, and messaging platforms.
- Strong time-management skills with ability to be flexible and responsive to changing task priorities.
- High capacity for multi-tasking and managing multiple concurrent projects.
- Ability to quickly learn and adapt to new tools and processes.
- Highly responsible, trustworthy, dependable with a strong sense of ethics; and passionate about the mission and vision of The Freshwater Trust.
- Manage simple databases to store and track data from outreach program participants.

*Qualifications (don't count yourself out if you aren't able to meet some of these qualifications!):*

- Bachelor's degree in natural sciences, natural resource management or policy, water resources or related field master's degree or demonstrated equivalent experience.
- 5+ years' experience with large projects, including project set-up, and task and budget management and control.
- Strong general knowledge of water quantity, quality, agricultural best management practices and conservation actions.

#### **Seeking Perseverant, Creative and Energetic Candidates Who:**

- Have a passion for the mission and values of The Freshwater Trust.
- Exhibit professionalism, confidence, intellectual curiosity, and resilience.
- Are simultaneously team-oriented and strong individual contributors.
- Are fully vaccinated against COVID-19.
- Hold legal authority to work permanently in the US.

#### **Compensation:**

- Competitive salary based on experience.
- The Freshwater Trust believes in investing in our employees, their health, and future through our benefits offerings. Our total rewards package includes full health and dental coverage, automatic retirement employer contributions, commuter benefits and cell phone reimbursement. Because we are all in, we value getting out, and support our staff with 5 weeks of paid time off plus over 10 paid holidays per year. We also offer perks such as staff retreats, sabbatical for full-time staff after seven years, and professional development opportunities.

#### **Application Instructions:**

- Supply a Cover Letter, Resume, and a list of 3 references into a single PDF not to exceed 5MB
- Submit required information and documentation at:  
<https://app.smartsheet.com/b/form/d2a11aa91e0c48759ad8c360bde734c6>

*Interested candidates from historically underrepresented communities are strongly encouraged to apply. The Freshwater Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations. ADA accommodations will be provided upon request.*