

# Klamath Bird Observatory

Advancing bird and habitat conservation through science, education, and partnerships



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## Job Announcement

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**Job Title:** Avian Project Manager (Full Time)

**Salary:** \$55,000-\$56,000 plus a 15% cash benefit (in lieu of health/retirement benefits)

**Location:** Ashland, Oregon

**Application:** Send a cover letter, resume, writing sample, and 3 professional references to Ryan Terrill [rst@klamathbird.org](mailto:rst@klamathbird.org)

**Application Deadline:** Review of applications will begin June 1 and continue until filled

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**Job Description:** The Avian Project Manager will provide organizational support for KBO's science and conservation programs. These programs are built upon ongoing research, monitoring, and science delivery to address fundamental questions and opportunities in the ecology and conservation of birds; principally within the Pacific Northwest but including international collaborations throughout the Nearctic and Neotropical ecoregions. They will manage conservation relevant science including long-term monitoring, applied ecology studies, conservation delivery, and species-specific full annual cycle research. Primary job duties include the administrative management of research and conservation projects through working with partner agencies and KBO's scientific staff to further KBO's goals of providing robust science and conservation through a focus on avian ecology.

The position includes grant writing and management, collaborating on study design, building and managing partnerships, coordination and support in hiring of seasonal staff, support of research and science delivery and community and scientific presentations. Grant management, contract acquisition; permit acquisition, management, and reporting; and partnership building and management are essential job duties. This position may also include personnel management, field research, statistical analyses, coordination and upkeep of field stations, equipment and fleet management, and project development. This position will serve on KBO's administrative committee.

**About KBO:** Klamath Bird Observatory advances bird and habitat conservation through science, education, and partnerships. We use birds as indicators of the healthy and resilient ecosystems on which we all depend. Our program areas reflect the highest conservation priorities for reversing the decline of western bird populations and the habitats on which they depend. Our current applied ecology programs focus on improving management and restoration of conifer forests, oak woodlands, riparian habitats, and alpine meadows. Our theoretical research improves our understanding of historic, current, future population trends of birds in those same ecosystems and studies birds throughout their full annual life cycle to identify the limiting factors that birds face during breeding and non-breeding seasons. We bring our results to bear through science delivery involving partnership driven engagement in conservation planning, informing the critical decisions being made today that will have lasting influences on the health of our natural resources well into the future. Klamath Bird Observatory is striving to maintain and build upon our positive, supportive, and inclusive work culture.

**Job Duties (to include, but not limited to):**

- Manage partner relationships including federal, nonprofit, and international organizations and researchers
- Manage grants and contracts, including permitting, reporting, tracking and deliverables
- Work with the Science Director and Administrator to ensure contracts are fulfilled in a thorough and timely manner
- Field station and vehicle management
- Coordinate/facilitate hiring of seasonal staff



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- Provide administrative support for Research Biologists, Biologists, and Field Technicians
  - Lead or contribute to field methodology training as needed (e.g. point counts, spot-map, nest search, banding, tagging, vegetation surveys)
  - Availability to respond to occasional, unexpected needs and emerging issues during the field season (mid-April to mid-October), including evenings and weekends
  - Assist in implementation of long-term monitoring, effectiveness monitoring, and theoretical research
  - Assist in outreach, DEI, and education projects/priorities
  - Contribute to securing programmatic funding, including grant writing and contract acquisition
  - Collaborate with the Science Director to set annual program-specific goals and objectives and develop and manage program budgets and staff workplans
  - Work with the Communications Specialist to integrate scientific findings into education and outreach materials and engage in community outreach activities
  - Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling of inclusive behaviors, and proactive management of bias
  - Provide organizational support for training workshops hosted by KBO

**Qualifications:**

- Combination of education and/or experience equivalent to a MS in the Natural Sciences or Ornithology and an additional eight years of relevant experience
- Knowledge of concepts in applied ecology and conservation
- Experience in program management and contract management and implementation
- Experience with conservation partnerships
- Sound decision-making skills and ability to work with minimal oversight
- Experience in personnel management and supervision
- Demonstrated organizational skills and ability to meet deadlines
- Strong attention to detail in writing, copyediting, proofreading, and product development
- Ability to develop, implement, track, and manage a budget at the divisional level
- Successful track record of grant writing or management including foundation, federal, and other funding sources
- Demonstrated skills with partner development
- Excellent scientific writing skills; experience with report and manuscripts
- Excellent popular writing skills; experience with social media, web, blogs, and communications
- Notable experience and high comfort level with public speaking in field, community, and professional settings
- Ability to represent KBO's non-advocacy approach of conservation-relevant science to partners and the public, and within professional networks
- Must provide and maintain reliable transportation, driver's license, and meet minimum driving record and insurance requirements
- Regular travel across the Pacific Northwest as needed for project development and maintenance

It is Klamath Bird Observatory policy to provide a work environment free from unlawful discrimination or harassment on the basis of race, color, religion, gender, gender identity, gender expression, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service, physical or mental disability, or any other characteristic protected by local law, regulation, or ordinance.