



## **Special Projects Manager Catawba Lands Conservancy and Carolina Thread Trail**

Catawba Lands Conservancy (CLC) is a nonprofit regional land trust that protects the land, water, and wildlife resources of the Southern Piedmont and Lower Catawba River Basin. Acquisition and stewardship of the CLC's protected lands is a critical function and includes conservation easements, gifts of land and land purchases, as well as monitoring of conserved land, managing public access, and protecting and enhancing conservation values. CLC is the lead agency for The Carolina Thread Trail (CTT), a regional network of greenways, trails and blueways that connect 15 counties, 2 states, hundreds of points of interest and 2.5 million people.

### **Role:**

The Special Projects Manager will lead efforts to plan and execute projects for both CLC and CTT. The Special Projects Manager will lead project planning and execution, including:

- Hold planning sessions to prepare for successful execution of projects, including identifying staff and community resources and funding partners
- Assimilate input from various resources, including staff and governing boards to determine parameters and define project scope
- Develop and manage detailed project plans in appropriate software
- Assign project tasks and monitor performance through key performance Indicators
- Coordinate internal and external resources needed to accomplish projects including volunteers, local government partners and citizen's groups
- Monitor progress and adjust tasks and responsibilities as needed
- Ensure project deadlines are continuously tracked and met
- Manage incoming data and outgoing project tasks and documents
- Administer project databases documenting progress and plans
- Develop budget criteria and tracking mechanisms to meet budget objectives

**Key Responsibilities:**Carolina Thread Trail Signage Program

Manage a 5 year program to choose a vendor, design signs, order and install 5,500 signs on 600 miles of trails in the CTT trail network.

Major Events

Plan and execute events that celebrate and explain the Catawba Lands Conservancy and Carolina Thread Trail, including large events (250 or more participants) and small events (10-50 participants)

Evaluate the effectiveness of events to advance the mission of CLC and CTT

**Qualifications:**

At least 3 years of prior project management experience

"Team-over-self" personality; professional and positive attitude

Strong work ethic

Self-starter

Experience with project management software and tools

Proven ability to complete projects according to outlined scope, budget and timeline

Exceptional organizational skills and attention to detail

Ability to work independently

Flexibility and ability to multi-task

**Salary and Benefits:**

This position is full-time (40 hours a week) with benefits including medical and dental insurance, paid time off, and Simple IRA with matched contribution. Salary range is \$40-55,000.

**How to Apply:**

Applicants should submit 1) cover letter, 2) resume, and 3) a list of three references in a single PDF, by email to: [bart@catawbalands.org](mailto:bart@catawbalands.org). References will not be contacted unless you are selected for an interview.