



**Title:** Conservation Manager  
**Reports to:** Director of Park Operations  
**Hours:** 40 hours/week, flexible hours, occasional evening and weekend work required  
**Salary:** Starting at \$62,000, commensurate with experience  
**Benefits:** Medical, vision, disability and life insurance provided plus 401k matching  
**Leave:** 7 Paid holidays + weekdays between Christmas & New Years Day, & 120 hours PTO

**Diversity, Equity and Inclusion are important values of The Trail Foundation,  
and we encourage diverse individuals to apply.**

The mission of The Trail Foundation is to protect, enhance and connect the Butler Trail at Lady Bird Lake *for the benefit of all*. The Conservation Manager is a key leadership position within Park Operations that works closely with the Director of Park Operations, Project Director, Ecological Restoration Committee and City of Austin representatives. The Conservation Manager is responsible for collaboratively leading TTF's ecological restoration efforts, volunteer programs, grant programs, as well as the continued development of staff and park management protocols.

### **Responsibilities**

- Work collaboratively and creatively with operations leadership in a team-first environment.
- Assist in preparing and tracking annual budgets for projects and programs within ecological operations.
- Manage and expand existing ecological restoration programs: Volunteers, Urban Forestry, Shoreline Stewardship, Adopt A Garden, and Greenhouse.
- Utilize GIS mapping and data collection to quantify TTF efforts for forecasting and tracking ecological operations efforts across multiple teams throughout the Park.
- Develop and execute multi year, data driven, landscape management plans that outline ecological restoration efforts across a diverse range of habitats, funding sources, and grant programs.
- Work with Development team on grant writing and reporting for various ecological restoration projects.
- Build and strengthen relationships with local organizations, community partners, PARD and Watershed departments to further ecological operations efforts in the park.
- Direct and train conservation staff, seasonal workers, interns, contractors and volunteers in executing ecological restoration work plans in conjunction with Parks partners.
- Create a robust training program for staff and volunteers, fostering an environment of continuous growth and responsibility for staff.
- Maintain Inventory and care of equipment, supplies, and materials for the ecological operations team.
- Assist Director of Park Operations in leading Ecological Restoration Committee meetings to evaluate, prioritize and select restoration projects along the Trail.
- Prepare monthly Ecological Restoration metrics reports for Ecological Restoration Committee
- Provide input to capital and ecological project construction documents for plant selection and ecological maintenance feasibility.
- Serve as project manager for contracted ecological projects from initial RFP to project completion.
- Oversee contracted services as appropriate; serve as point of contact for contractors when needed.
- Supporting TTF events - MMR, State of the Trail, Twilight, Board meetings, and other events as needed.
- And other duties, as assigned (maintenance and operations support)



### **Preferred Experience**

- Bachelor's degree from a four-year university in an applicable field of study.
- 5 years of field restoration experience and/or 3 years supervisory experience in conservation, ecological restoration, native plant establishment, invasive species management, public parks, or related fields required.
- Strong plant ID skills of native and invasive species to the Austin area.
- Experience in managing budgets and grant program execution.
- Excellent collaboration, multi tasking, project management, and time management skills.
- Ability to communicate professionally with a wide range of internal and external stakeholders.
- Strong communication skills; highly motivated; ability to work independently but also collaboratively.
- Texas Pesticide Applicator License required or secured within the first 4 months of employment.
- ISA, Master Naturalist, or Landscape Irrigator licenses a plus.
- AutoCAD, ArcGIS, Microsoft Office, Adobe Suite familiarity.

### **Application process**

- Application Deadline: open until December 31st.
- Applications should be sent to [resumes@thetrailfoundation.org](mailto:resumes@thetrailfoundation.org)
- Include a cover letter, resume, and 3 references
- Please submit 3 examples of ecological restoration projects you have led from planning to execution.
- Include your salary expectations in your cover letter.
- Please do not contact staff directly, no phone calls.