

Bridging The Gap

Position Description

Job title	Program Manager, Kansas City WildLands
Reports to	Director of Operations and Natural Systems
Status	Full Time, Exempt

Job purpose

Kansas City WildLands (KCWL) conserves, protects, and restores the remnant natural communities of Kansas City's original landscape by engaging community members and partner organizations in land and water stewardship. The KCWL Program Manager leads outreach and collaboration across government, corporate, academic, and non-profit sectors to preserve these vital sites. Additionally, the Program Manager drives program growth by cultivating volunteer teams, advancing public education on remnant ecosystems, and guiding land managers in best conservation practices for public lands.

Job Responsibilities

Primary Duties and Responsibilities

- **Ecological Restoration & Land Management:** Conserve, protect, and restore natural remnant communities on public land by engaging land managers, leading volunteers, leveraging partner support, and strategically utilizing contractors.
- **Planning & Tracking:** Author, update, and track progress on site-specific restoration plans, conservation management plans, and program workplans.
- **Team Leadership:** Lead, support, and mentor a team of program coordinators, associates, and seasonal staff to accomplish restoration goals.
- **Volunteer Workday Coordination:** Plan and execute volunteer workdays on public land, overseeing logistics, volunteer education/training, and data collection. Activities include invasive species removal and stump treatment, prescribed fire, native seed collection, and citizen science projects.
- **Stakeholder Engagement:** Collaborate regularly with land managers to update and implement short- and long-term management plans. Build positive relationships across a broad range of community stakeholders.
- **Data Management & GIS Analysis:** Maintain and analyze a robust database—including GIS data, species surveys, volunteer restoration hours, and prescribed fire logs—to track biodiversity metrics and fulfill grant/agreement deliverables.
- **Equipment & Supply Management:** Coordinate and maintain the KCWL tool and supply shed, fire trailer, and all other program equipment.
- **Volunteer Team Program:** Recruit, train, coordinate, and track independent volunteer teams for specialized restoration and surveying projects.

Partnership Building and Engagement

- **Program Strategy:** Pilot new initiatives in collaboration with the KCWL Steering Committee to support the strategic direction of the program.

- **Capacity Building & Representation:** Strategically build organizational capacity through seamless partnerships with local, county, state, and national conservation colleagues and community members. Represent KCWL's conservation mission on relevant partner committees and professional groups.
- **Grant & Funding Acquisition:** Identify and secure funding opportunities to support current and future goals. Draft and deliver persuasive grant proposals and oral presentations.

Qualifications

- **Education:** Bachelor's degree in Natural Resource Management, Conservation Education, Ecology, Environmental Science, or a related field (or equivalent practical experience).
- **Experience:** Minimum of 3 years of progressive responsibility in conservation, project management, environmental advocacy, public engagement, or direct experience working with public agencies and land management. Minimum of 3 years of management, administrative, and organizational experience, including demonstrated ability to motivate teams and execute objectives in a timely manner.
- **Technical Knowledge:** Strong working knowledge of local natural community systems, native and invasive species, and natural resource management best practices.
- **Communication Skills:** Exceptional written and oral communication skills, including experience delivering public presentations, writing grants, and publishing content. Proven ability to educate and persuade decision-makers, volunteers, and funders.
- **Leadership & Problem-Solving:** Strategic thinker with strong diplomacy, problem-solving skills, and high ethical integrity. Ability to work both independently and collaboratively across diverse constituencies.
- **Core Values:** Demonstrated commitment to diversity, equity, and inclusion, valuing varied perspectives.

Requirements:

- Valid driver's license with a clean driving record.
- Successful completion of a background check in compliance with local, state, and federal laws.

Working conditions

Fieldwork accounts for approximately 20% of time overall, increasing up to 60% depending on the season. Requires flexibility to work some evening and weekend hours.

Physical requirements

- Ability to perform outdoor physical labor in adverse weather conditions, particularly extreme heat.
- Ability to lift up to 45 lbs.
- Ability to walk, crouch, stoop, kneel, stand, or bend for extended periods on uneven terrain.

Compensation & Benefits

Salary

Pay Range: \$55,500 - \$64,000 / year

Benefits Package

Benefits include:

- 90% employer-paid health, dental and vision.
- 100% employer-paid disability and 20 K life insurance.
- 401K
- FSA Account
- 10 days of paid vacation, 10 days of sick leave, and 2 personal days.
- 14 paid holidays (including the closure between December 24th and New Year's Day).
- Supportive, team-oriented work environment and dog-friendly office.

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity, and excellence in service. BTG encourages people from all backgrounds to apply. BTG firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

To apply: Please submit a cover letter and resume outlining your qualifications for the position including work background, education, experience, and other skills that may qualify for this position to: employment@bridgingthegap.org