

Restoration Manager

Newport Bay



Organizational Overview: Newport Bay Conservancy (NBC) has a proud history of environmental advocacy, having been involved in the original efforts to protect Upper Newport Bay from development over 50 years ago. Upper Newport Bay is a 1,000-acre open space containing tidally influenced water and freshwater sources, mudflats, and vegetated marsh surrounded by upland coastal sage scrub and grassland. Our mission is to protect and preserve the Bay and its watershed through education, restoration, research and advocacy. We are able to do this with a small, dedicated staff and the support of over 200 active volunteers contributing over 11,000 hours of service each year.

Job Summary: The Restoration Manager will work in collaboration with the land owners of the Bay (City of Newport Beach, California Department of Fish and Wildlife, Orange County Parks), to coordinate and supervise the design, permitting, funding and construction of habitat restoration projects. NBC staff and volunteers will carry out smaller projects, while subcontractors will carry out larger endeavors.

Principal Responsibilities:

1. Identify and prioritize opportunities for habitat restoration projects in the Bay.
2. Compile documentation, historical information and maps related to restoration needs.
3. Effectively communicate with restoration experts.
4. Engage in public speaking to various constituent groups including giving presentations at conferences, hosting site visit tours with contractors, regulators, and/or partner organizations and hosting project or educational events.
5. Identify and manage appropriate consultants or contractors for project needs. Administer agreements pertaining to their subcontracted work which could range from maintenance and monitoring, biological, cultural, historical and feasibility studies to permit applications, design, and construction for large-scale projects.
6. Create and/or review documents prepared by subcontractors including permit applications, design drawings, specifications, environmental clearances, habitat mitigation plans and any other documentation required for permit applications
7. Review and approve project invoices for consistency with scope of work, contract, approved rates, approved expense charges, and grant agreement.
8. Partner with landowners and/or consultants to prepare and process grant applications to secure federal, state, and local funding.
9. Prepare necessary invoices and monthly progress reports for current funders.
10. Provide monthly and annual reports, including income, expenditures, and in-kind contributions to NBC's Board of Directors.
11. Supervise, hire and onboard Restoration staff, interns and volunteers for small-scale restoration work to public stewardship events.
12. Establish and maintain UNB partner relationships with landowners, community stakeholders, regulatory agencies, funders, etc.
13. Collaborate with NBC's outreach and education teams to ensure restoration activities and volunteer opportunities are properly promoted and integrated into each project.

Specifications:

1. Master's degree in ecology or related field with some type of paid, professional experience dealing with restoration (or five years of paid, relatable work experience).

2. Knowledge of Southern California native and non-native plant species, habitats and wildlife with knowledge of local plant communities and expertise in plant identification.
3. Experience working on habitat restoration projects.
4. Experience with qualitative and quantitative monitoring of restoration sites.
5. Experience soliciting permits and providing supporting documentation to regulatory agencies (CCC, CDFW, USFWS, RWQCB, USACOE, CEQA, HMMP, BTR).
6. Previous project management experience with administering professional contracts.
7. Ability to communicate effectively on technical and non-technical issues to diverse audiences, privately and publicly.
8. Ability to perform physical activity under a variety of conditions including heat, humidity, sun, rain, wind in rugged, muddy terrain. Could be wading in water of up to 3 ft. Ability to stand and/or sit for extended periods of time and lift up to 40 lbs.
9. Applicants must hold a valid driver's license and have the ability to complete DGS driver safety training, schedule and use company trucks, trailers, and necessary tools to perform tasks.

Desired Qualifications:

1. Experience with mapping techniques. Knowledge on how to use ArcGIS software and applications.
2. Successful solicitation and management of small (\$10k) and large scale (\$7M) grants.
3. Proven interpersonal, communication, and negotiation skills. Bilingual English and Spanish are a plus.
4. Proven experience managing restoration projects and consultant contracts including design, permitting, construction, maintenance and monitoring.
5. Experience with native plant nurseries including seed collection, propagation, irrigation control and maintenance.
6. Experience with mechanical and chemical weed control, and working with contractors to prioritize surveys and treatments.
7. Qualified applicator license (or certificate), CRAM certification, experience and/or certification for conducting protocol surveys for federally and state listed species.

Location: The position is based at the Back Bay Science Center (600 Shellmaker Road, Newport Beach, CA 92660) with travel to different restoration sites around the Bay. This job cannot be performed from a remote location.

Salary Detail and Working Hours: Full-time, salary, \$58,000 to \$68,000 per year with paid time off, health benefits and retirement plan. Reports to Operations Manager. The ability to work a flexible schedule with alternative weekend work as needed for public stewardship events. Working arrangements may be a combination of home and in-office work with field work throughout the Bay.

How to Apply: We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class. We encourage applications from underrepresented communities to apply. Apply [online](#); application reviews will begin May 19, 2025. Please no phone calls at this stage. More information about NBC can be found at newportbay.org.