Conservation Project Manager

Location / Work Model	Columbia, MD · Hybrid
Reports To	Operations Director
Department / Program	Operations
Employee Category	Staff
Employment Status	Full-Time
FLSA Classification	Exempt
Salary Range	$52,000-$56,000/year (commensurate with experience)
Schedule	Full-time, 40 hrs/week, Monday-Friday; occasional evenings and weekends for projects and community events

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About Howard EcoWorks

Howard EcoWorks is an environmental nonprofit in the greater Baltimore region dedicated to restoring local ecosystems and creating green career pathways. Our mission is to empower communities and diverse workforces to conserve and restore our natural systems for future generations. Our hands-on conservation crews install and maintain rain gardens, conservation landscapes, and stormwater management projects across Howard County and the region, and we train the next generation of green-industry workers while we do it. We are a growing, mission-driven team that cares about both our ecosystems and the people working to restore them.

Our values: Stewardship · Impact · Accountability · Growth · Inclusion · Safety

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About the Role

The Conservation Project Manager is central to how Howard EcoWorks turns commitments into completed restoration work. Sitting between the Operations Director and our field teams, this role keeps conservation projects moving smoothly from planning through completion, across both grant-funded work and fee-for-service projects, so that every job is delivered to specification, on

budget, and to the quality our partners and funders expect.

Working closely with the Operations Director on short- to mid-term project planning, the Conservation Project Manager translates project goals into clear scopes, schedules, and budgets, and then leads the field teams who bring those plans to life. This is a hands-on leadership role where you will: develop project proposals and estimates, serve as the day-to-day point of contact for landowners, HOAs, agencies, and community partners, and directly supervise our Conservation Field Specialists and field staff.

Beyond individual projects, the Conservation Project Manager helps grow HEW's programs and capacity by cross-promoting our fee-for-service lines of business (including our developing tree and woodland care services), strengthening industry and partner relationships, and building the skills of our crews through training and mentorship. It is an ideal role for an experienced conservation or ecological-landscaping professional who enjoys both the strategy of project management and the satisfaction of seeing restoration work completed in the field.

Responsibilities and Duties

- Develop and manage conservation projects from concept through completion, ensuring each is implemented to specification, on schedule, on budget, and to a high standard of quality.
- Support the Operations Director in short- to mid-term project planning, resource allocation, and scheduling across grant-funded and fee-for-service work.
- Conduct site assessments and prepare proposals, scopes of work, cost estimates, and project budgets for water quality, habitat restoration, invasive species management, and/or conservation landscaping projects.
- Serve as the primary point of contact for landowners, HOAs, nonprofits, agencies, and community partners, maintaining strong relationships throughout each project.
- Directly supervise, schedule, and support Conservation Field Specialists and field staff
- Monitoring progress and budgets of projects and adjusting plans as needed.
- Cross-promote HEW's fee-for-service lines of business, including our developing tree and woodland care services, and identify opportunities to expand our conservation work.
- Contribute to grant projects by monitoring deliverables and supporting timely, accurate reporting.
- Lead crew training and mentorship, and represent HEW in public education such as workshops and community events.
- Identify and implement process improvements that increase the efficiency and quality of project delivery.
- Foster industry relationships and maintain partnerships that advance HEW's mission and pipeline of work.
- Support a culture that reflects HEW's values of stewardship, impact, accountability, growth, inclusion, and safety

Qualifications

Required

- 3-5 years of experience in conservation, ecological landscaping, natural resources, or a closely related field, including project and/or crew leadership
- Bachelor's degree in biology, natural resources, conservation, environmental science, or a related field, or equivalent professional experience
- Demonstrated ability to develop and manage project budgets, scopes, and timelines
- Strong community engagement and stakeholder-relationship skills, with clear written and verbal communication
- Proven leadership and the ability to supervise, motivate, and develop a team
- Ability to manage multiple projects and priorities at once
- Working knowledge of native flora and the ability to identify regional plant species
- Valid driver's license and access to a reliable personal vehicle for travel to project sites

Preferred

- One or more relevant certifications, or the ability to obtain them, such as: Chesapeake Bay Landscape Professional (CBLP), Project Management Professional (PMP), Maryland Certified Pesticide Applicator, or Maryland Licensed Tree Expert
- Experience with geographic information systems (GIS) to support project planning and implementation
- Experience with grant-funded restoration work and associated reporting requirements
- Experience delivering training, workshops, or public education
- Bilingual (English/Spanish) or other language skills

Physical Demands & Work Environment

- Performs a combination of office-based project work and outdoor fieldwork in varying weather conditions
- Positions self to assess sites and support installation and maintenance of plantings and site features (e.g., bending, kneeling, crouching)
- Transports and moves materials and equipment weighing up to 40 lbs. as needed
- Operates a vehicle for regular travel to project sites; may operate field equipment as applicable
- Remains in a stationary position and/or moves throughout office and field sites as needed

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this role. To request an accommodation, contact the Administrative Services Manager.

Hours & Schedule

This is a full-time, exempt position of approximately 40 hours per week, Monday through Friday, with a 30-minute unpaid meal period. Core hours are 10:00 AM-2:00 PM, Monday through Friday, during which all Staff are expected to be available; the remainder of the schedule is flexible by agreement with your supervisor. Occasional evenings and weekends are required to support projects, partner needs, and community events.

Compensation & Benefits

Salary:

$52,000–$56,000/year (commensurate with experience)

Benefits:

- Health coverage: medical, dental, and vision insurance
- Employer-provided life and AD&D insurance
- 401(k) retirement savings plan with employer matching contributions (after 1 year)
- Generous paid time off: paid vacation (annual) leave that grows with tenure, paid sick & safe leave, paid holidays, and a floating holiday
- Additional paid leave for bereavement, jury duty, and voting, plus military and parental leave protections
- Access to Employee Assistance Program (EAP)
- Workers' compensation insurance (no cost to you)
- Professional development opportunities, including green-industry certifications
- A clear pathway for advancement within the organization

Our Commitment to an Equitable, Diverse & Inclusive Workplace

Howard EcoWorks is committed to building a culturally diverse, equitable, and inclusive workplace, and strongly encourages applications from candidates from underrepresented communities, including program alumni and those with non-traditional career pathways. We value lived experience alongside formal qualifications.

Howard EcoWorks does not discriminate on the basis of race or color (including hair texture and protective hairstyles under the Maryland CROWN Act), religion or creed, sex (including pregnancy, childbirth, and related medical conditions), national origin or ancestry, age, disability, genetic information, veteran or military status, sexual orientation, gender identity or expression, marital status, familial status, occupation, personal appearance, political opinion, source of income, or citizenship or immigration status. Consistent with our workforce-development mission,

we also do not discriminate on the basis of socioeconomic status or prior justice involvement. This applies to all aspects of employment, including recruitment, selection, compensation, job assignment, training, promotion, discipline, and termination.

HEW does not ask about criminal history on employment applications or during initial screening. Any criminal-history inquiry occurs no earlier than the first in-person interview, and we conduct an individualized assessment before any adverse decision.

This position involves direct contact with minor program participants and is subject to a mandatory background check under Maryland law and HEW policy.

Reasonable accommodations are available for applicants and employees with disabilities, for sincerely held religious beliefs, and for pregnancy-related conditions. To request an accommodation during hiring or employment, contact the Administrative Services Manager.

How to Apply

To apply, submit a resume and a brief cover letter to careers@howardecoworks.org. The position will remain open until filled. Applicants who need an accommodation during the hiring process may contact careers@howardecoworks.org.