



# CLIMATE & WILDFIRE INSTITUTE

## POSITION OVERVIEW

**Position title:** Project Manager, Wildfire and Landscape Resilience Data Hub

**Salary:** Competitive and commensurate with experience, with full benefits package (Range: \$100,000-\$120,000 per year)

**Type of position:** Full-time, permanent, exempt

**Anticipated start:** Negotiable; no later than June 1, 2023

**Position duration:** Permanent

**Location:** Remote/virtual with preference for California or Northern Nevada based (some travel will be required)

## APPLICATION WINDOW

**Open date:** March 22, 2023

**Final date:** April 21, 2023

*Applications will continue to be accepted after this date, but those received after this date will only be considered if the position has not yet been filled.*

## POSITION DESCRIPTION

The [Climate and Wildfire Institute](#) (CWI) is seeking to hire an experienced Project Manager to coordinate the execution of our Wildfire and Landscape Resilience Data Hub. This Project Manager will be responsible for overseeing all aspects of the project, including contractor management, participant engagement, project deliverables and reporting, and budget and timeline management. This includes building and managing relationships with advisors, end-users, partners, and contractors, and ensuring adherence to research and data governance principles of CWI. The Wildfire and Landscape Resilience Data Hub Project Manager will report to the Deputy Director for Science and Policy.

*About the Wildfire and Landscape Resilience Data Hub:* The lack of integration and management of data across agencies, institutions, research centers, and NGOs hinders our ability to analyze and use the valuable data we have available to us to better address our forest and wildfire management challenges. To more effectively (and quickly) inform policy options and alternatives, we are facilitating the development of the Wildfire and Landscape Resilience Data Hub to utilize an information modeling approach informed by on-the-ground conditions and models.

The role of the Wildfire and Landscape Resilience Data Hub is to create an integrated view over critical data resources so they can be driving decisions faster, more accurately, and more transparently; it is a catalyzer of solutions using data from multiple partners. This data hub will coordinate and integrate federal, state, and local forest management and carbon accounting programs, and serve as a clearinghouse for new and emerging technologies and data platforms. This is a CAL FIRE funded



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research grant that will predominantly be focused on building a data hub that meets the needs of management decisions focused in California.

At its essence, the Wildfire and Landscape Resilience Data Hub is a technical project to create a digital infrastructure. Building the Wildfire and Landscape Resilience Data Hub is a “big-data” problem; we are building it as a federated data system to provide a vital “single view” over existing information sources that enable integrated planning, monitoring, and assessment. It is anticipated that this initial phase of the project will span a three-year period.

CWI is committed to working in close partnership with public, private, and academic partners across California, Nevada, and worldwide to develop practices that reduce the societal and environmental risks of wildfire in a just, equitable, and inclusive manner. CWI is formed as a 501(c)(3) organization and will work with NGOs and private entities as well as universities and governments to avail itself of the most relevant and timely information and technology.

## PRIMARY RESPONSIBILITIES

- Coordinate with internal and external partners for the flawless execution of the [Wildfire and Landscape Resilience Data Hub](#) project.
- Manage Wildfire and Landscape Resilience Data Hub advisory committee
- Coordinate all external meetings and liaise with all partners and contractors
- Support the Wildfire and Landscape Resilience Data Hub leadership team
- Work closely with other organizations including private, NGO’s, and agency groups especially in California
- Develop a detailed project plan to monitor and track progress
- Develop and manage all reporting components
- Coordinating contractors; oversee contract and grant deliverables
- Manage changes to the project scope, project schedule, and project costs
- Measure project performance using appropriate tools and techniques; document procedures and processes as necessary
- Report and escalate issues, challenges, and opportunities to management as needed
- Identify and manage project scope, feasibility, and timeliness. Ensure that all projects are delivered on-time and within budget.
- Ensure effective and efficient completion of activities and products to achieve project objectives
- Contribute to the general management of all CWI project areas



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## QUALIFICATIONS

### Basic qualifications (required at time of application)

- Five years of proven technical project management experience
- Bachelor's degree in related field
- Experience in partner management
- Grant and budget management experience
- Demonstrated organizational skills including attention-to-detail and multitasking skills
- Excellent client-facing and internal communication skills
- Expertise in software development and/or operations project management
- Excellent written and verbal communication skills

### Preferred qualifications

- Certification(s) related to Project or data such as Project Management Professional (PMP), Project Management Certificate or completion of a SCRUM or comparable program
- Prior experience scoping and delivering federated data (or related) systems with complex, relational databases and powerful visualization tools
- Experience with scientific decision support tools
- Experience working in or with state agencies, especially in California networks and landscapes
- Experience in working in the environmental science or natural resources sectors
- Experience working with land management applications
- General knowledge of data, modeling, and system development
- Understanding of principles of data security
- Ability to prioritize and function both independently and collaboratively.
- Located in California or Northern Nevada
- Good practices in project documentation and detailed technical project support
- A passion for CWI's mission

Experience tells us that people within historically marginalized communities, including women and people of color, may be less likely to apply to jobs if they don't meet every single qualification. CWI is dedicated to building a diverse, inclusive, and authentic workplace. If you're excited about this position but are concerned that your experience doesn't align perfectly with every qualification within the job description, we encourage you to apply or reach out to us to discuss. You might just be the right candidate for this or other roles.



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## APPLICATION REQUIREMENTS

### Document requirements

- Resume
- Cover Letter

### Reference requirements

- Three required (please provide name, email address, and phone number)

Diversity, equity, and inclusion are core values at CWI. Our excellence can only be fully realized by staff who share our commitment to these values. Successful candidates will demonstrate evidence of a commitment to advancing diversity, equity, and inclusion.

CWI is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

All letters will be treated as confidential per California state law.

Applicants must be legally authorized to work in the United States. CWI will not sponsor applicants for work visas at this time.

## HOW TO APPLY

**[Please submit your application materials here.](#)**

Questions can be submitted to: [recruitment@climateandwildfire.org](mailto:recruitment@climateandwildfire.org).