

## JOB OPPORTUNITY

# Conservation Project Manager

October 25, 2022

### BACKGROUND

The San Mateo Resource Conservation District (RCD) seeks a Project Manager to join the team working to improve habitat and protect water resources.

RCDs across California serve as local hubs for conservation, connecting people with the technical, financial, and educational assistance they need to conserve and manage natural resources. RCDs help landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on private and public lands. A defining characteristic of RCDs is that our assistance is non-regulatory, confidential, and free.

### POSITION

The Project Manager position is full-time and primarily funded by grants. You will advance efforts to restore wildlife habitat, enhance streamflow, and improve water security for agriculture and domestic use. The work generally involves developing and implementing projects, supporting or leading regional prioritization efforts, helping landowners manage their natural resources, and more. Current projects include creek and wetland enhancement, removal of barriers to restore ancestral fish migration, vegetation management, agricultural water storage and water conservation, and other activities that improve natural resources for wildlife and people.

You will work closely with a broad array of internal staff, partner organizations, government agency staff, and public and private landowners, and will require high levels of engagement and personal interactions, sometimes during non-regular business hours.

### PRIMARY DUTIES AND RESPONSIBILITIES

- Manage projects with technical advisors, partners, and stakeholders to ensure satisfactory completion.
  - Manage contracts with funders, consultants, and subcontractors.
  - Manage bid processes for hiring contractors and developing contracts.
  - Manage budgets, invoicing, and reporting.
  - Manage communications between project partners and stakeholders.
  - Manage and develop environmental documents and permits, sometimes with the support of consultants.

- Manage the development of project designs and logistics for project implementation.
- Oversee implementation activities, including contractor management and coordination, permit compliance, and biological monitoring.
- Oversee monitoring activities, including data collection in the field, data entry, equipment preparation and supply maintenance (the employee will be trained in all required protocols).
- Seek funding opportunities through private, local, state, and federal sources.
- Prepare grant proposals and communicate with funding agencies and grants managers.
- Help identify and support strategic opportunities for partnerships, resources, and communications to advance program goals.
- Support and sometimes lead the identification of emerging restoration and conservation opportunities through collaboration with key external partners such as resource agencies, public land managers, and private landowners.
- Contribute to overall RCD goals and mission through tasks and special projects as needed.
- Communicate regularly with partners and foster positive relationships.
- Engage with communities seeking conservation support through individual communication, site-visits, and occasional after-hour community meetings.
- Respond to timely needs and pivot resources.

## **APPLICANT QUALIFICATIONS**

Successful applicants will “wear many hats” at the RCD. You will benefit from previous experience in stakeholder engagement, responding to timely requests, project management, permitting and environmental compliance, and high levels of collaboration. You will work across many disciplines and therefore must have technical, administrative, communication, and interpersonal skills as well as curiosity and a desire to learn.

### **Minimum qualifications**

- Knowledge in one or more of the following areas: watershed stewardship, natural resource management, hydrology, soil science, native plant and animal communities, restoration ecology, fisheries, water resources and conservation, or similar field
- Demonstrated ability (including direct experience or transferable skills) in conservation project management or a related field
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including Word and Excel
- Highly organized, motivated self-starter with the ability to prioritize in a fast-paced work environment
- Ability to work independently as well as part of a team
- Ability to walk on rugged terrain, lift and carry supplies, and utilize equipment during all seasons
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn
- Valid California driver’s license and current auto insurance

### **Desired qualifications**

- Experience with community engagement
- Familiarity with habitat restoration, water resources, or similar
- Familiarity with local threatened and endangered species, including habitat needs and legal protections
- Familiarity with local, state, and federal permits required for restoration projects
- Experience working with watershed, restoration, or other conservation groups
- Experience with environmental construction management
- Experience with grant writing, contract management, and procurement procedures

### **COMPENSATION AND BENEFITS**

Financial compensation for the Project Manager will be commensurate with applicable experience up to \$90,000 per year. Benefits include a health, dental, and vision plan; paid time off; a retirement plan; and a flexible work schedule with the ability to work remotely as well as in the office; and a fun, fast-paced, positive work environment with excellent coworkers.

### **COMMITMENT TO DIVERSITY EQUITY AND INCLUSION**

We strive to foster diversity and inclusion, from hiring and management practices to board recruitment to community service to professional development and beyond. Candidates reflecting the social diversity of California and of San Mateo County are strongly encouraged to apply for this position.

### **APPLICATION INFORMATION**

To apply, email a cover letter, resume, and three or more references to Amy Kaeser, Habitat Enhancement Program Manager at [amy\[at\]sanmateoRCD.org](mailto:amy[at]sanmateoRCD.org). Applicants may later be asked to submit a driving record. Applications will be accepted through **November 29, 2022**. The position is anticipated to start work February 2023. The RCD is an equal opportunity employer.