

## JOB OPPORTUNITY

# Agricultural Stewardship Project Manager

December 20, 2023

### BACKGROUND

The San Mateo Resource Conservation District (RCD) seeks a Project Manager to advance environmental stewardship in the agricultural sector of San Mateo County. You will work with agricultural producers, landowners, local communities, ag industry leaders, non-profits, academic researchers, and public agencies to support voluntary conservation in agriculture.

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

You will work on a team that assists agricultural producers in building soil health, improving pollinator habitat, sequestering carbon, reducing greenhouse gas emissions, enhancing irrigation efficiency, and more. These activities are often designed to incorporate various natural resource management considerations and produce multi-beneficial outcomes. The work generally involves leading or supporting diverse efforts, from providing general technical assistance to designing and implementing programs and projects. Some key projects include development and implementation of conservation and carbon farm plans, supporting farmers in accessing funding programs, composting technical assistance and distribution, as well as hosting workshops and educational programming.

The operations you will support are diverse in size, production method, and crop type. They include larger and smaller scale; conventional and organic production; ranches, greenhouses, row crops, vineyards, orchards, urban farms, and community gardens. You will work closely with RCD staff, partner organizations, government agencies, and public and private landowners, with high levels of engagement and personal interactions. This position is full-time at 40 hours per week and is funded by grants and contracts.

### PRIMARY DUTIES AND RESPONSIBILITIES

#### Project and Grant Management

- Manage projects with partners and stakeholders to ensure satisfactory completion. This may include:
  - Managing contracts with funders and subcontractors
  - Managing budgets, invoicing, and reporting

- Managing communications between project partners and stakeholders
- Ensuring regulatory compliance, as relevant (permits and CEQA- you will be trained for these)
- Managing the development of project designs and logistics for project implementation
- Overseeing implementation activities, including coordination, and contract compliance
- Overseeing monitoring activities, including data collection in the field, data entry, equipment preparation, and supply maintenance
- Ensure timely project completion and meeting deliverables including final reports, technical reports, outreach materials, and workshops

### **Outreach and Technical Assistance**

- Communicate regularly with partners and foster positive relationships
- Manage communications tools (e.g. email distribution list) and resource sharing with area producers
- Coordinate with other RCD staff (e.g. those focused on water resources or habitat enhancement) as needed to advance multi-benefit conservation
- Communicate regularly with partners and foster positive relationships
- Conduct site visits to meet with farmers to design projects, better understand their needs, and respond to general technical assistance requests
- Engage with communities seeking conservation support through individual communication and occasional after-hour community meetings

### **Project Development**

- Help identify and support partnerships and resources (e.g. funding) to advance program goals
- Prepare grant proposals, support grant writing, and communicate with partners, funding agencies, and grants managers

### **APPLICANT QUALIFICATIONS**

You will work across many disciplines and interact with various stakeholders and will therefore benefit from previous experience with stakeholder engagement and project management. You must have technical, administrative, communication, and interpersonal skills as well as curiosity and a commitment to learning.

#### **Minimum Qualifications**

- Knowledge in one or more of the following areas: regenerative agriculture, natural resource management, soil science, or similar field
- Demonstrated ability in conservation project management or a related field; transferable skills are acceptable
- Strong written and verbal communication skills and ability to work with a variety of community members with diverse cultural backgrounds, worldviews, and temperaments
- Strong computer skills, including Word, Excel, and PowerPoint
- Highly organized, motivated self-starter with the ability to prioritize workload in a fast-paced work environment
- Ability to work collaboratively on a team as well as independently
- Ability to occasionally walk on rugged terrain, be on your feet for extended periods of time, lift and carry supplies, and utilize equipment during various seasonal conditions. If you have any concerns or questions about these requirements, please contact us at [jobs@sanmateoRCD.org](mailto:jobs@sanmateoRCD.org)
- Innovative problem-solving abilities, flexibility, strong desire to learn

- Demonstrated commitment to diversity, equity, and inclusion
- Valid California driver's license

### **Desired Qualifications**

- Fluency/proficiency in Spanish
- Experience working with farmers, ranchers, agricultural stakeholders, and conservation groups
- Experience conducting outreach to farmers and ranchers
- Experience with conservation planning and carbon farming
- Experience with designing and hosting educational programs including workshops, trainings, and webinars
- Familiarity with native flora and fauna
- Experience with grant application writing, contract management, and procurement procedures

### **COMPENSATION AND BENEFITS**

Financial compensation for the Project Manager will be \$80,000-96,000 per year, commensurate with applicable experience. Benefits include a fixed monthly amount for combined health, dental, and vision insurance; paid time off starting at 18 days annually (including sick time); a 401K retirement plan; 12 paid holidays; ability to work remotely as appropriate (field and office work is also required); and a fun, fast-paced, positive work environment with excellent coworkers.

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

We recognize the diversity in our community, and we see the strengths and gifts that each member of the community brings to the shared work of deep sustainability. We are working towards a future where the land and communities of San Mateo County are healthy and resilient in the face of climate change, the connection between people and the land is strong, and people throughout our community equitably share the benefits of and connection to natural resources. We are growing and learning in this space and are in the process of creating a strategic plan to intentionally work toward that future. To support our staff, the RCD offers paid time to attend affinity groups and professional development opportunities. As an example of how we see some of this work, please review the [Mycelium Map](#), created by the California Landscape Stewardship Network's JEDI (Justice, Equity, Diversity, and Inclusion) Roundtable. The RCD is an equal opportunity employer.

### **APPLICATION INFORMATION**

To apply, email a cover letter, resume, and three or more references to Eliza Milio, Agricultural Stewardship Program Manager: [jobs@sanmateoRCD.org](mailto:jobs@sanmateoRCD.org) with the subject, "Agricultural Stewardship Project Manager". Applications will be accepted through **January 22, 2024**. This position is anticipated to start in March 2024.

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