



Job Opening

JOB TITLE: Conservation Manager

OVERVIEW: The Conservation Manager reports to the Executive Director and is responsible for the coordination and implementation of nature programs for the Conservancy, mainly in the areas of habitat and species stewardship, land acquisition, trail development and education. Assists in establishing the strategies, operational plan and tools to execute the mission of the Conservancy. Key duties include: project planning; grant writing; project management; public relations; volunteer coordination; education and event support.

Strategy & Planning

1. Works with the Executive Director and Board Committees in the implementation of a strategic plan that anticipates and develops responses to challenges and opportunities. Write Grants to support strategic plan goals
2. Works with Executive Director, Board and Communications & Development Director, to develop and update annual work plan and strategic objectives
3. Assist Executive Director in implementing the Conservancy's strategy within the context of the broader institutional and political situation affecting the River Valley
4. Participate in preparation of budgets for Grant Projects and manage cash flow, payments, billings and retention in conjunction with accounting staff and Executive Director

Science Stewardship

1. Coordinate with River Park Land Manager and Executive Director on priorities
2. Research grant opportunities and apply for funding for priority projects
3. Implement and manage funded projects, including design and monitoring of project budgets, providing necessary follow-up documentation to grantors; act as project manager to grantors, partners/co-applicants, contractors
4. Collect, record, compile, interpret and synthesize analytic measures of progress
5. Collaborate with the River Park on volunteer program: a) Promote volunteer work events in coordination with the River Park and Development Director through media channels and service organizations, b) Recruit and train volunteers, c) Organize and supervise volunteer work events
6. Provide regular progress reports to Executive Director and Board
7. Advance restoration science in open space, habitat, species recovery and clean water to advance Conservancy objectives

Public Relations and Outreach

1. Promote the visibility of the Conservancy's mission, values, record of results and current programs
2. Promote membership among Park users and other like-minded partners
3. Establish and maintain partnerships with organizations who share the Conservancy's mission and develop programs of joint action for grantors
4. Work with the Executive Director to establish positive relationships with community leaders and key public agency personnel and maintain reputation with grantors
5. Assist in the organization and execution of events for current and potential members and publicize upcoming events.

Education

1. Identify and provide outdoor opportunities for youth and adult conservation education, often as in-kind contributions to grant projects
2. Partner with organizations offering outdoor education opportunities
3. Write educational content for Conservancy website and newsletter
4. Participate in regional scientific collaboration, land manager stakeholder groups, including chairing San Dieguito Invasive Management Group
5. Publish field research for regional symposia as professional development

Organizational Management

1. Project management documentation will be prepared and maintained.
2. Project billings will be prepared in conjunction with accounting support staff.
3. Contract compliance, including permit requirements, storm water protection and job safety will be managed to respect life in all forms.
4. Lead and support in maintaining high standards of professionalism in project ethics; communicating contracting opportunities to qualified bidders, obtaining fair value for contract funds, paying and billing promptly, completing work on time and on budget, and reporting results to grantors and funders in timely fashion.

Detailed job description, and how to apply.

Conservation Manager

The San Dieguito River Valley Conservancy is seeking a Conservation Projects Manager responsible for development and implementation of conservation, education, and outreach projects for the San Dieguito River Valley in San Diego, CA.

Company Name: San Dieguito River Valley Conservancy (SDRVC)

Skill Level: Mid Level

Position Type: Full Time

Location: San Diego, CA

Position Overview:

Key responsibilities of the Conservation Manager include grant writing, project concept development and management, landowner outreach, permitting, scientific data management and reporting. Collaborates with our agency partner San Dieguito River Park. Work sites are in a variety of coastal to upland habitats from Del Mar/Solana Beach inland to Julian, California. This position will be based at the award-winning River Park office and requires frequent field work and travel throughout the San Dieguito River corridor. Reports to Executive Director, SDRVC.

Responsibilities:

- Identify streambed restoration, water quality, habitat restoration and flood control opportunities and develop river and upland restoration projects.
- Advance species recovery and connection in the San Dieguito watershed.
- Outreach to landowners and leaseholders in the watershed to achieve conservation goals.
- Prepare proposals and develop grant agreements, scopes of work, deliverables, timelines and budgets for potential projects. Maintain excellence for grantors and regulators.
- Facilitate technical, scientific and engineering design and construction activities through all phases of restoration projects, including training for in-kind volunteer field work.
- Plan and conduct volunteer conservation work parties, hikes, educational and other outreach activities.
- Ensure projects are properly permitted and remain compliant with local, state, and federal regulations and permit requirements.

Qualifications:

Education:

Bachelor's Degree required. Advanced degree desirable. Areas of interest include biology, ecology, coastal sciences, conservation biology, botany, and riparian and wetland restoration. Applied science work. Practical field restoration experience required.

Preferred Experience:

This position requires a broad range of skills, including:

1. Natural resource management and scientific experience with at least three years implementing habitat restoration projects in Southern California, including riparian work and native and non-native species in San Diego County.
2. Experience in proposal development, contract compliance, direct project management and coordination with subcontractors and project partners.
3. The flexibility to work on a variety of diverse tasks, being responsive to unforeseen project demands, willingness to learn and adapt.
4. An understanding of federal, state, and local regulatory permitting requirements.
5. The ability to communicate and work effectively with a broad range of stakeholders, both orally and in writing, including in public forums.
6. The ability to manage multiple projects within deadlines while working independently.
7. A thorough understanding of conservation and preservation of natural, agricultural, cultural and open space resources, and the role of river parks in that effort.

The successful candidate will be able to identify native and non-native species in San Diego County, and be comfortable in a broad range of environmental conditions, including rugged terrain and adverse weather, with the physical capacity to lead others and to safely work outdoors in varying weather conditions.

Compensation: Salary commensurate with experience and qualifications and benefit package (medical, 403(b)).

To Apply:

Please send resume, letter of interest and desired compensation range via email to:

San Dieguito River Valley Conservancy

Attn: Executive Director at baker@sdrvc.org

SAN DIEGUITO RIVER VALLEY CONSERVANCY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applications will be accepted until the position is filled.

Reviews will begin February 1, 2012, all submissions will be acknowledged.