



1221 Farmers Lane, Suite F
Santa Rosa, CA 95405

707.569.1448
www.SonomaRCD.org

Job Opportunity: Project Manager

Employer: Sonoma Resource Conservation District

Work Location: Main office in Santa Rosa, Sonoma County, California, with field work throughout Sonoma County.

Status: Non-Exempt/Full-Time (40 hours/week), including some evening and weekend hours.

Estimated Start Date: January/February 2018

Organizational Background

The Sonoma Resource Conservation District (RCD) is a non-regulatory, local special district empowered to manage soil, water, fish and wildlife resources for conservation. In existence since the 1940s, RCDs are local grassroots conservation delivery systems that identify local conservation problems and guide solutions on a voluntary basis. The RCD covers 85% of Sonoma County, and includes portions of the Russian River, Petaluma River, Sonoma Creek, Stemple Creek, and Gualala River Watersheds. The RCD is almost exclusively grant and contract funded with a small amount of local property tax leveraged into millions of dollars each year. The RCD has a team of fourteen with expertise in a wide variety of natural resource and agricultural disciplines, education and outreach, policy, fundraising, and administration, and is governed by a board of directors that are local landowners in the District. Our mission is carried out through four programs: LandSmart® Planning, Water Resources, On-the-Ground, and Education. For more information visit our website at: www.sonomarc.org.

Position Summary

The Project Manager position offers an exciting opportunity to apply technical, project management, and interpersonal skills to serve the communities and natural resources of Sonoma County. The Project Manager will work primarily in partnership with agricultural landowners to develop LandSmart conservation plans to address multiple resource goals such as water quality, soil health, and climate-beneficial farming.

Essential Functions

- Conduct field assessments to determine current conditions and potential conservation practices that could be recommended to the landowner.
- Conduct desktop planning work such as mapping, research, and writing to develop comprehensive LandSmart plans.
- Work collaboratively with landowners to select and prioritize conservation practices to protect/improve natural resources, meet regulatory requirements where applicable, and achieve management goals.
- Work with the RCD team to identify high priority projects stemming from LandSmart Plans and participate in grant writing efforts to fund project implementation.
- Provide support for field demonstrations/trials focused on soil health, climate-beneficial

agriculture, and water infiltration/recharge.

- Manage grants and contracts associated with the above work, including budget and deliverable tracking, subrecipient monitoring, reporting, and funder interface.
- Conduct outreach to raise awareness of the RCD's services and activities and to recruit landowner participants. Network effectively and enthusiastically with partner organizations.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Required Qualifications

- Bachelor's or advanced degree in soil science, rangeland management, viticulture, environmental science, or related.
- At least three years of experience in the planning and/or implementation of conservation practices.
- Proficiency in ArcGIS and Microsoft Office.
- Working knowledge of and interest in production agriculture and natural resource conservation principles and science.
- Experience working with private landowners.
- Ability to communicate effectively in English, both verbally and in written form, sufficient to convey information and instructions to the public, colleagues, and Board members. Exceptional interpersonal skills and competency in establishing cooperative working relationships.
- Strong motivation and work ethic to manage multiple priorities and consistently meet deadlines.
- Positive attitude and flexibility in a challenging, dynamic, and team-oriented work environment.
- Flexible hours required, including some weekday nights and weekends, to attend community events, meetings, and conferences.
- Must be willing to travel. A valid driver's license, vehicle, and proof of auto insurance is required at the time of hire.

Desired Qualifications

- Professional certification related to agricultural production and/or conservation such as Certified Professional Soil Scientist, Certified Rangeland Manager, or Certified Crop Advisor.
- Demonstrated experience writing, managing, and reporting on grants.
- Professional experience in the public or nonprofit sectors.
- Experience with permitting and environmental review.
- Working knowledge of native and invasive plant communities present in Sonoma County.

Work Environment

Work is performed in an indoor/outdoor setting to include:

- Field settings that include various terrains, dense vegetation, and hot, cold, and wet conditions
- A professional office environment that includes operation of standard office equipment such as computers, phones, copiers, calculators, and filing cabinets

Physical Requirements

Ability to frequently remain in a stationary position; operate a computer and other standard office equipment; visual capacity to review and edit documents; converse by telephone and in person. Frequent bending, lifting up to 30 lbs., and grasping. Ability to work on uneven terrain in all weather conditions. Driving required for local travel.

Compensation/Benefits

Compensation is commensurate with experience. The RCD's benefits package includes medical, dental, vision, and life insurance; a SIMPLE IRA retirement plan with employer match; paid time off and holiday leave; and an employee assistance program.

How to Apply

Please submit cover letter, resume, salary requirements, and three references to vminton@sonomarc.d.org with the title "Project Manager" in the subject line. This position will remain open until filled. **To be considered with the first round of applications, please submit materials no later than 5:00 PM Pacific Standard Time on November 30, 2018. No phone calls please.**

Sonoma Resource Conservation District is an equal opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.