



1221 Farmers Lane, Suite F  
Santa Rosa, CA 95405

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[www.SonomaRCD.org](http://www.SonomaRCD.org)

## Job Opportunity: Project Manager

**Employer:** Sonoma Resource Conservation District

**Work Location:** Main office in Santa Rosa, Sonoma County, California, with option for partial remote work; field work throughout Sonoma County.

**Status:** Non-Exempt/ 40 hours/week, including some evening and weekend hours.

**Compensation:** \$31.00-38.14/hour, depending on experience

**Posting Date:** June 30, 2022

**Estimated Start:** Start date flexible, depending on availability.

### Organizational Background

The Sonoma RCD (RCD) is a non-regulatory, local government entity 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. The RCD has a team of fifteen, 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, LandSmart On-the-Ground, LandSmart Water Resources, and LandSmart Education. For more information visit our website at: [sonomarcd.org](http://sonomarcd.org)

### Position Summary

The Project Manager position offers an exciting opportunity to apply technical and project management skills to meaningful and impactful conservation work in some of California's most beautiful landscapes. They will work among a dynamic team including licensed engineers, a registered professional forester, a certified professional in erosion and sediment control (CPESC), and other natural resource professionals. The successful candidate will manage a diverse set of projects, ranging from carbon farming/climate-smart agriculture planning, projects, and field demonstrations, to vegetation management and water quality projects. They will work with a variety of partner organizations as well as landowners/managers to accomplish the RCD's mission. This position allows for a diverse workload both in the office and the field.

### Essential Functions

- Manage conservation projects on working lands from initial planning through implementation and monitoring. This includes:
  - Project identification and development
  - Grant writing for project funding
  - Project permitting and CEQA analysis
  - Contractor procurement and oversight
  - Monitoring and documentation of project
  - Ongoing coordination with landowner/manager, funders, and project partners

- Manage demonstration projects which, in addition to the above, involves collecting field data, coordinating with third-party scientists on data analysis, and sharing information with the community via field days, webinars, etc.
- Work with landowners/managers to develop farm/ranch conservation plans including [Carbon Farm Plans](#) and [LandSmart Water Quality Plans](#). Identify project opportunities based on plan recommendations, and participate in plan verification processes as needed.
- Manage grant agreements and contracts, including maintaining funder relationship, reporting, deliverables, and monitoring of budgets. Communicate regularly with management regarding contract needs or issues.
- Participate in grant proposal writing, primarily for publicly funded grants.
- Collaborate with partner organizations to build relationships, establish shared priorities, identify opportunities to leverage each other's work and develop new initiatives together.
- Conduct outreach to build landowner/manager participation in the RCD's programs. Represent the RCD at community events, including networking, tabling, and speaking as needed.
- Communicate and coordinate regularly with other staff regarding outreach, grant deliverables, landowner needs, and priorities for current and future RCD projects and programs.

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.

### **Applicant Qualifications**

The ideal candidate will have previous experience in conservation project management, including permitting, CEQA, and contractor oversight. They will have working knowledge in at least one of the following: soil science and carbon farming principles; forestry and vegetation management; water quality and nonpoint source pollution control. They will be adept at managing both the big picture (e.g., partner relationships and watershed-wide priorities) and the details (e.g., contractual requirements). They will enjoy working with people of all different backgrounds and be motivated to develop new projects and procure grant funding.

### **Required Qualifications**

- Bachelor's or advanced degree in soil science, forestry, rangeland management, agriculture, physical, biological or environmental sciences, or related.
- At least five years of experience in conservation planning and implementation, including contractor oversight and contract administration.
- Experience with CEQA analysis (e.g., NOE, Neg Dec, MND) and permit applications for conservation projects.
- Experience working with private landowners on working lands (e.g., agriculture, forestry).
- Proficiency with ArcGIS and Microsoft Office.
- Highly organized, motivated self-starter with the ability to prioritize and consistently meet deadlines.
- Exceptional interpersonal skills and ability to work with a variety of people with diverse interests and temperaments.
- 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.
- Flexible hours required, including some weekday nights and weekends, to attend community events, meetings, and conferences.
- Must be at least 18 years of age at the time of employment.
- A valid driver's license, vehicle, and proof of auto insurance is required at the time of hire.

### Desired Qualifications

- Experience working under state and federal grants, including budget management and reporting.
- Experience working on multi-stakeholder collaborative planning processes.
- Creativity, sense of humor, “can do” spirit, collegiality, and flexibility in a dynamic and team-oriented work environment.
- Fluency in written and verbal Spanish.

### **Work Environment**

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

- Field settings that include various terrains, dense vegetation (with possible exposure poison oak, ticks, and mosquitos), 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**

Work in the field requires prolonged standing, walking long distances across rugged or uneven terrain in all weather conditions, climbing, jumping, stooping, kneeling, crouching, crawling, and recurring bending, lifting, reaching, and carrying of items weighing up to 30 pounds. Changes in lighting such as alternating bright sunlight and dark shade are encountered. Noise levels constantly vary. Work in the office requires frequently remaining in a stationary position, operating a computer and other standard office equipment, conversing by telephone and in person. Work in the field and in the office requires near and far visual acuity for expansive reading, computer operation, editing of documents, map interpretation, and data collection. Driving required for local travel.

### **Compensation/Benefits**

Starting compensation for this position is \$31.00-38.14 per hour, depending on experience. Benefits for this position include 100% employee medical coverage; dental and vision insurance with minimal employee contributions; employer-paid life insurance; a SIMPLE IRA retirement plan with 3% employer match; paid time off and holiday leave; and an employee assistance program. No relocation assistance will be provided.

### **How to Apply**

Please submit cover letter, resume, and three professional references to [vminton@sonomarc.d.org](mailto:vminton@sonomarc.d.org) with the title “Project Manager” in the subject line. Applications will be accepted on a rolling basis until the position is filled, with first batch to be reviewed on July 22, 2022. **No phone calls please.**

*Sonoma Resource Conservation District is an equal opportunity employer. Employment is based on qualifications and competency. We prohibit discrimination based on race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, and any other status protected by state or federal law.*