

TRUCKEE RIVER WATERSHED COUNCIL

PO Box 8568
Truckee, CA 96162
530-550-8760
www.truckeeriverwc.org

December 23, 2019

JOB ANNOUNCEMENT: Program Manager - Restoration

The Truckee River Watershed Council brings the community together for the Truckee, to protect, enhance, and restore the Truckee River watershed. Visit www.truckeeriverwc.org to learn more.

We offers competitive compensation, a benefit allowance for retirement savings or medical coverage for eligible employees, a dog-friendly office, and a collaborative work environment. We provide professional development opportunities and promote from within. Our culture supports and inspires conservation achievement and personal development within the workplace and beyond.

Essential Functions

The Program Manager contributes to our efforts to protect, enhance, and restore high priority areas in the Truckee River watershed – from the outflow of Lake Tahoe to the California-Nevada Stateline, including the 27 main tributaries that confluence with the Truckee River.

The Program Manager is one of several staff who plan and implement restoration projects to increase the amount of restored land in the middle Truckee River watershed. They also manages one or two volunteer-based restoration programs.

They work with staff at partner organizations to assist with project funding, public and stakeholder outreach, and the design, implementation, and monitoring of restoration projects.

Responsibilities and Scope

- Coordinates and co-manages large scale restoration projects on public or private lands where the Watershed Council has landowner agreements. Projects range in size from 6 - 300 acres, up to 2 miles of stream, and budgets from \$250,000 to \$3,000,000.
- Coordinates and co-manages teams of partner staff and consultants to develop formal science-based, technical restoration design plans, construction plans, and monitoring plans.
- Makes recommendations about project/program goals, approaches, budget, stakeholders, and problems, working from analysis, experience, and judgment.
- Assists in securing funds from government grants, foundations, and donors to meet project and program needs.

- Follows and maintains systems for regular reporting on progress toward restoration project goals and project deliverables.
- Manages the project budget.
- Manages grants, contracts, and administrative agreements with project partners and funding agencies.
- Carries out project contracts and agreements to which TRWC is legally and financially bound.
- Understands possible conflicting demands of land managers and land uses, and with assistance, can resolve the conflicts while maintaining program/project goals.
- Carries a volunteer-based restoration program with up to 50 volunteers and three – four annual events.
- Works in a fast-paced environment with several priorities.
- Uses strong organization and time management skills to meet deadlines.

Skills and Experience

- B.S. in natural resources management, conservation, business, or another related field of study
- At least five years' experience in land conservation, ecosystem restoration, rural land development, or a related field.
- Strong oral, written, and public speaking skills.
- Experience securing grants with awards of at least \$50,000.
- Ability to complete tasks independently with respect to timelines.
- Experience working with a wide range of people, such as resource agency staff, regulatory agency staff, landowners, funders and donors, and volunteers.
- Experience in managing multiple projects and timelines.
- Ability to bring together and lead diverse stakeholder groups to achieve common goals.
- Proficient with Microsoft Office (Word, Excel, Powerpoint); Adobe Acrobat, able to create presentation-quality graphs and figures. Proficient in social media platforms such as Facebook and Instagram.

Qualities

- Enthusiasm, integrity, high energy, and a positive attitude; mission-driven and self-directed.
- Curiosity, compassion, and interest in people.
- Collaborative, transparent, inclusive team work style.

Physical Requirements

- May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.
- Employee dogs can be on-site so there is repeated exposure to dogs.
- The majority of work hours are spent in the office or on-site. The offices are typical of a small organization.

- Possession of a properly registered and insured personal vehicle, and a valid California Driver's License.

Pay and Benefits

- Salary range based on full-time/40 hour per week employment - \$65,000-\$70,000
- Paid Time Off – Initial accrual rate is 16 days per year
- 8 paid holidays
- Benefit allowance of \$294.74 per bi-weekly pay period
- \$25,000 Basic Life Insurance
- Employee Assistance Program

How to Apply

Please compile an application package of:

1. Cover letter, resume, and three professional references.
2. Writing sample of a funding proposal for which:
 - You were the primary or secondary author
 - The goals were related to habitat restoration or land management
 - The funding was awarded
 - The awarded budget was \$250,000 or more:
 - include the budget
 - If individuals or specific compensation are included, it's okay to redact that information, but only that information
 - If you choose to submit a writing sample that does not meet these criteria, include a cover letter with an explanation
3. Writing sample of a slide deck for which:
 - You were the primary presenter
 - The presentation was related to habitat restoration or land management
 - The presentation was 20 – 45 minutes

Please submit the package via email:

1. Due: Monday, January 27, 2020, close of business
2. Submit to: info@truckeeriverwc.org
3. Submit the cover, resume, letter, and three professional references in a single PDF.
4. Submit the funding proposal in a single PDF.
5. Submit the slide deck as a PDF.

Interviewing and Hiring

We anticipate the first set of interviews to take place the week of February 3, 2020. Some candidates will come in for second and third interviews in mid-late February 2020. The start date for the position is April 6, 2020 or sooner if possible.