



JOB ANNOUNCEMENT
Director of Conservation
Full-Time 30-40 hours/week
Pay Depends on Experience – Range \$30-35/hr.

Who We Are

Resource Conservation Districts (RCD's) across California serve as local hubs for conservation, providing technical, financial and educational assistance to landowners, land managers, and community members to protect, restore, and enhance natural resources on private and public lands. The East Stanislaus Resource Conservation District supports Stanislaus County residents and farmers by providing education and resources to improve the overall health of our communities, our natural systems and agricultural legacy. The ESRCDC is a local government unit that operates as a Special District within the State of California and is governed by a local Board of Directors. The ESRCDC works in partnership with the Natural Resource Conservation Service (NRCS) and other state, federal and local agencies, and organizations within the San Joaquin Valley region to support environmental stewardship.

Position Summary

The Director of Conservation is responsible for planning, implementation, and tracking of natural resource management and restoration projects and assists in program development with the Executive Director, including water conservation, soil health, outreach and education, and volunteer recruitment. The position is responsible for the on-the-ground duties including implementation, maintenance, and monitoring to develop long-term strategies to improve overall effectiveness of conservation practices and programs. The Director of Conservation will be instrumental in managing land protection transactions, including evaluating potential projects, preparing budgets, communicating and negotiating easement terms with landowners and partners, and coordinating all steps toward a successful project closing. As the Director of Conservation, duties include coordinating land stewardship activities, working to develop new conservation project opportunities, and managing strong landowner and volunteer relationships. This is a full-time position.

The ideal candidate will be committed to ESRCDC's mission and organizational values, possess superior interpersonal and communication skills, bring experience in driving and sustaining growth in contributed revenue, and can work effectively with a wide range of internal and external stakeholders including staff and board members. The Director of Conservation will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The Director of Conservation will work closely with the Executive Director in achieving goals related to general operations, planning and budgeting, grants development, contracting and compliance to policy and procedure manual.

Duties & Functions

- Strategic planning, budgeting, project development and funding development plans.
- Staff Supervision
- Grant tracking and reporting
- Invoicing
- General staff functions
- Partnerships
- Project Development
- Project Management
- Project Implementation / Staff Training
- Project or Program Tracking / Evaluation
- Grant writing and contract development
- Fee-for-service
- Private fundraising
- Digital and print communication products
- Presentations and events

Skills & Qualifications

The Director of Conservation of the East Stanislaus Resource Conservation District requires the following skills and qualifications:

- Excellent project management skills with meticulous attention to detail. Strong planning skills, including the ability to anticipate tasks, set priorities, meet deadlines and function smoothly under strict deadlines and shifting priorities.
- Exceptional writing and editing skills, experience with grant writing and proposal development. Strong written and oral communication skills.
- Must enjoy engaging with other people both online and in person.
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude.
- Strong written and oral communication skills.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint and Teams), Adobe Acrobat, Customer Relationship Management Software, and Social Media web platforms. Google Suite.
- Ability to work independently as well as part of a team.
- A valid California driver's license.

Supervision & Guidance

The Director of Conservation works under the supervision of the Executive Director but exercises individual initiative in implementing ESRCD policies and programs. The DOC provides technical guidance to ESRCD employees and other team specialists and reviews completed work for policy and technical soundness and conformance with District criteria. The President, with the concurrence of the Board, will evaluate the performance of the DOC.

Working Conditions & Physical Demands

This job operates in a professional office environment and a flexible work schedule with the ability to work remotely as well as in the office. Candidates should have the ability to sit comfortably for a prolonged time. Position will also include occasional standing, lifting items up to 40 pounds, walking, and bending/squatting. This position may require outreach in the community, including visiting event/program sites. This position will occasionally be engaged in community planting or improvement projects, such as community clean-ups/plantings, serving outside in various types of weather.

To perform the duties of this position, the Director of Conservation must serve as incidental motor vehicle operator during daylight hours, after dark and during inclement weather. To carry out these assigned duties, a valid driver's license is required. Although ESRCDC has some access to government vehicles, occasional use of the employee's own vehicle may be necessary (available reimbursement is based on federal mileage rate).

Benefits & Compensation

Financial compensation for the Director of Conservation will be commensurate with applicable experience between \$30 to \$35 per hour.

In addition to paid legal holidays, workers compensation, and unemployment insurance, the ESRCDC provides vacation and sick leave as well as a comprehensive medical, dental and retirement benefits package. Eligibility for benefits varies and becomes available at certain times within and following probationary service period.

To Apply

To apply for this position, please email a resume/CV and a cover letter to Attn: HR at info@eaststanrcd.org. Applications will be accepted until the position is filled. The ESRCDC is an equal opportunity employer.