



Yolo County Resource Conservation District

221 West Court Street, Suite 1
Woodland, CA 95695

phone: (530) 661-1688
www.yolorcd.org

POSITION DESCRIPTION PROGRAM MANAGER

Do you want to be part of an enthusiastic, dynamic team doing impactful conservation work for Yolo County? Come work with us! We are looking for a knowledgeable, collaborative and organized leader to help coordinate and develop programs for water resources and wildfire as well as wildlife habitat, climate, soil health and other challenges facing our working landscapes and watersheds.

ABOUT US

Located in Woodland, CA, the Yolo County Resource Conservation District (RCD) is a special district that works closely with a variety of local and regional partners to restore and protect Yolo County watersheds through strategic conservation projects and programs, and by offering conservation planning and watershed coordination services to local residents and landowners. We have been helping people help the land since 1955. We work to ensure clean and abundant water, healthy land and air, thriving wildlife and habitats, viable local farms and ranches, and resilient communities. Learn more about us on our website at www.yolorcd.org.

ABOUT THE POSITION

Under supervision of the Executive Director, the Program Manager will play two key roles for the RCD: 1) serve as a member of the RCD grant-writing team to regularly apply for project and program funding; and 2) coordinate administrative support for the Westside Sacramento Integrated Regional Water Management (IRWM) Plan Coordinating Committee, a four-county committee working to address regional water resource challenges and opportunities.

The position is 30 hours/week with the possibility of full-time (40 hours/week) employment. This is an exempt position with medical, dental and vision benefits. Retirement benefits furnished upon completion of a 90-day introductory period. All employment at the RCD is at-will.

GRANT WRITING AND PROGRAM MANAGEMENT (APPROXIMATELY 45% TIME)

Identify grant opportunities and lead staff and partner grant-writing teams to complete high quality, science-based project and program proposals. Specific activities include:

- Track grant opportunities available through local, state, federal, nonprofit and other organizations for potential applications that align with the RCD mission and strategic plan.
- Participate in development of new project concepts and produce draft descriptions or abstracts.
- Work with Yolo County Fire Safe Council stakeholders to develop grant applications for projects identified by the countywide Community Wildfire Protection Plan.

- Work with partner organizations in the region to develop grant applications for projects identified in the Regional Forest and Fire Capacity program.
- Develop writing assignments based on grant guidelines, develop proposal production time-schedules and track writing assignments to meet submission deadlines.
- Assist with contracting of awarded grant agreements.
- Potentially manage grant contracts.

WESTSIDE SAC IRWMP ADMINISTRATIVE SUPPORT (APPROX. 30% TIME)

Oversee and implement all activities for administration and support of the Westside Sacramento Integrated Regional Water Management (IRWM) Plan Coordinating Committee. Specific activities include:

- Meeting-related material development (Brown Act compliant) and logistics, stakeholder communication, project tracking, annual budget and workplan development, project budget management, quarterly report and invoice development, funding source tracking, and engagement with regional and statewide water-resource oriented organizations and activities for the implementation of IRWM.
- Track annual Westside governance activities and actions for inclusion in meetings.
- Maintain and update Westside email lists, including meeting interests, project proponents, tribal contacts and other sub-groups.
- Research and curate spreadsheet of potential funding sources for Westside Plan projects using state and national grant-source list-serves, agency notifications, direct web-searches and any other means available; update and distribute to project proponents regularly.
- Participate in meetings of/with water-resource oriented organizations and activities statewide for the implementation of IRWM, including the Statewide IRWM Roundtable of Regions, related meetings hosted by the State Department of Water Resources, and others.
- Manage the project budget and prepare annual proposals to continue the project.
- Produce Annual Reports.

The Program Manager will frequently be required to sit and perform desk-based computer tasks and may less frequently be required to lift and/or move items weighing up to 25 pounds. Must possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. The RCD will provide reasonable accommodations to any employee with a disability who requires accommodations to perform the essential functions of the job.

COMPENSATION

\$52,500 - \$67,500 (30 hours/week)

TO APPLY

Please email a cover letter, resume, and three professional references to Maria Meza at meza@yolorcd.org. Deadline to apply is August 20, 2021. If you would like additional information, please contact the email address above.



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The Resource Conservation District is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.

QUALIFICATIONS

Any combination of experience, education or special training which provides the required knowledge and skills is acceptable but preferably:

- Bachelor's Degree or higher in water resources or watershed-related or natural resources planning, plant or soil sciences, ecology or fire ecology, agriculture, forestry, biology, environmental science or a related field of study or five (5) years professional experience or equivalent education and experience.
- Experience running productive, well-organized meetings, including public meetings held to Brown Act requirements.
- At least five years of experience developing and managing successful grant applications and programs.
- Familiarity with federal and state grant programs.

KNOWLEDGE AND ABILITIES

- Have a strong background in local and regional water and other conservation issues.
- In general, represent the RCD, its mission, projects and activities professionally at all outside meetings trainings and workshops conducted and attended.
- Ability to work both independently and as a member of a productive team and be a "self-starter".
- Have a basic understanding of project management procedures and methods.
- Use of Microsoft Office Suite programs, including Word, Outlook, Excel, Power-Point and Publisher (or other publishing software).
- Use of remote meeting public platforms such as Zoom, GoToMeeting, Microsoft Teams.
- Excellent writing skills, including correct English language usage, spelling, grammar and punctuation.
- Excellent digital file management and organizational skills.
- Strong, professional communication skills.
- Understanding of ecosystem and watershed concepts.
- Be adaptable to change, be mentally flexible, have desire to learn.
- Work cooperatively with people with different perspectives, priorities and temperaments.
- Work occasional evenings and weekends if necessary.
- Prioritize a variable work load.