



February 2018

Position: **Stewardship Program Manager**
Supervisor: Executive Director
Committees: Project Committee
Employment Type: Full-time exempt position with a six-month introductory period
Compensation: Competitive salary based on skills and experience
Hours: Generally, 8:30 am to 5:30 pm M-F with some flexibility

Job Summary

The Stewardship Program Manager (SPM) manages all aspects of the nearly 12,000 acres of vernal pool, grassland, oak savannah, tidal marsh and wetlands that Solano Land Trust (SLT) owns in fee title (including public access and visitor facilities). The SPM participates in strategic discussions, serves as a liaison between his/her program and the SLT Board and provides program management, including staff management, budgeting and work planning. The SPM leads the Lands Team and works closely with SLT's legal counsel, technical consultants, landowners, partners and SLT's Project Committee. This person reports to the Executive Director and is a full time, exempt position.

The Stewardship Director is accountable for delivering the following results:

1. Protected conservation values and legal compliance on SLT's lands
2. Priority conservation projects are adequately funded and implemented
3. Timely and effectively managed program budgets
4. Well managed and up to date agreements, contracts and grants
5. Safe and accessible visitors' services infrastructure

Specific Responsibilities:

1. Provide overall strategic and operational leadership for SLT's Land Stewardship program
 - a. Manage and lead the Lands Team (typically 4 FTEs)
 - i. Recruit, develop and inspire Lands staff
 - ii. Develop and manage ~ \$1.2 million dollar program budget
 - iii. Establish work plans, annual objectives and priorities with Lands team, review and revise objectives on an ongoing basis to guide work progress and conduct performance evaluations

1. Ensure work plans and budgets are aligned with SLT's strategic plan
 - b. Manage compliance with permit, contractual and other legal obligations of SLT's properties
 - c. Ensure documents, monitoring and other land management practices meet Land Trust Alliance (LTA) standards
 - d. Support funding efforts for operations, project and endowment funds to support land management
 - i. Solicit, negotiate and administer funding agreements and contracts such as mitigation, habitat enhancement and grant agreements.
 1. Develop and manage project budgets ranging from ~\$50,000 to \$1.5M, manage deliverables, prepare reports and invoices, and communicate with grantors, project proponents and agencies as needed
 - ii. Work with fundraising team to identify and cultivate major donors
2. Oversee and/or manage stewardship of SLT's fee title properties including public access and visitor facilities
 - a. Prepare, update and/or implement adaptive management and monitoring plans, annual work plans and annual assessments for each property in accordance with LTA standards
 - a. Oversee/implement biological, rangeland and other management, enhancement or restoration projects and support monitoring, including restoration and mitigation sites and non-native species control
 - i. Manage/oversee project plans, budgets and permits. Implement existing long-term projects
 - ii. Oversee and support SLT staff to manage grazing program including, negotiating and managing SLT's grazing licenses, and monitoring and evaluation of licensee performance
 - iii. Build/maintain partnerships with resource management agencies, contractors, partners and other land trusts as needed to achieve land management goals
 - b. Manage/oversee SLT's public access and visitor services facilities.
 - i. Oversee and support Operations Manager to manage facilities at Rush Ranch, Jepson Prairie and other sites as needed
 - ii. Manage projects and environmental review processes, such as CEQA, to support development of SLT public access facilities
 - iii. Cultivate/manage partner relationships including partner agreements and contracts and joint work planning efforts to support visitor services facilities
3. Support SLT's Transactions Program
 - a. Participate in setting conservation planning priorities
 - b. Support work with Project Committee and staff to evaluate potential acquisition projects.
4. Other duties
 - a. Support the SLT Board and committees as needed including preparing and delivering presentations, memos and other documents

- b. Collaborate with Associate Director and other staff to support SLT's recreation and education programs and SLT's membership goals including
 - i. Public access programming, such as docent led activities and events on SLT lands
- c. Represent SLT at meetings and conferences
- d. Help establish organizational policies and procedures that align with SLT's Strategic Plan and support the mission

SLT's Culture

Every team member at SLT is considered a **leader** who embraces the role they have been assigned and encourages **colleagues** to be their best through effective **communication**, **collaboration** and shared **values**. As a small organization, we are **self-starters** and are **flexible** to the ever-changing circumstances. We operate from a place of **integrity**, **trust**, and personal **responsibility** with the goal of representing SLT in a positive way. We have mutual **respect** for one another and use **discretion** in all business dealings and communication.

Position Requirements

The idea candidate would have all of the requirements below:

- Bachelor's Degree in Ecology, Biology, Environmental Science or similar field plus 5 years' experience leading teams and managing wildlife preserves with public access, managing contractors, or equivalent combination of education and experience. Prefer Master's Degree in related field with 6-10 years' experience
- Ability to work with diverse groups and build consensus, while maintaining patience, humor and confidentiality
- Experience working with non-profit or governmental organizations including budgeting, contract management, grant writing and communicating with a board of directors
- A team player with strong diplomacy, interpersonal and problem solving skills
- Demonstrated ability to communicate effectively, both orally and in writing with landowners, the public, media, professional colleagues and government entities
- Proven experience implementing complex or multiple projects, including managing contractors, workload and finances
- Proven experience recruiting, developing and managing staff
- Experience working with volunteers in land stewardship and visitor services
- Experience managing visitor services, including public access to sensitive sites, trail and facility development, and protection of resources
- Experience managing sensitive species and understanding of concepts related to ecosystem restoration and management
- Demonstrated positive attitude and dedication to land preservation, working landscapes, and public access/recreation
- Good physical condition – able and willing to physically travel over rough terrain on foot, and deal with the elements.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint and Outlook) and GPS devices; more than a beginner's knowledge of GIS
- Valid Class C driver's license

Desired Skills

- Experience and understanding of habitat restoration and agricultural practices
- Experience and knowledge of the habitats and species within Solano County
- Experience interpreting scientific data
- Proficiency with Arc View
- Experience working with agencies and conservation organizations
- Experience with public access design and management, including trail development and associated facilities
- Experience with interpretation and outdoor education

Benefits

SLT provides a portion of the employee's health, dental, and vision insurance, matches up to 3% of employee's contribution toward their 403.b retirement account, and provides eleven paid holidays and two weeks of vacation per year.

Apply

Please send your cover letter and resume to Nikki Donahue:
ndonahue@solanolandtrust.org.