

Conservation Project Manager

SIERRA·FOOTHILL



· CONSERVANCY ·

Sierra Foothill Conservancy is a 501(c)3 regional land trust whose focus is the grasslands, foothills, and forests between Yosemite and Kings Canyon National Parks which provide land for farms and ranches, a home for native plants and wildlife, and a source of clean water. The Sierra Foothill Conservancy (SFC) honors our natural and cultural heritage by protecting these resources and ensuring that present and future generations will continue to experience and enjoy the land in this region.

Position Summary

The Conservation Project Manager works as part of the dynamic Sierra Foothill Conservancy (SFC)'s Land Conservation team. The Conservation Project Manager will assist in the realization of SFC's regional land conservation vision, to conserve connected lands in perpetuity. This staff member develops and completes land projects, which will include easement and fee title land acquisitions through grants and donations, enhancement and mitigation projects. The Project Manager collaborates with local and statewide groups to further SFC's mission and goals. The workload is diverse. This position will be based in SFC's Mariposa office, but will travel frequently throughout SFC's service area including Fresno, Madera, Merced, and Mariposa counties. This position reports to the Executive Director and/or Conservation Director and works with the Land Conservation and Stewardship teams.

This is a full-time exempt position. Sierra Foothill Conservancy provides competitive benefits and compensation packages including health care, dental and vision coverage, 401K retirement plan, and life insurance.

Salary and compensation dependent upon experience.

To Submit Applications:

Send resume, cover letter, 3 professional and 1 personal reference and application to sfc@sierrafoothill.org call 209-742-5556 with questions

Position will be filled as soon as possible. Submit applications by April 27th to be included in first round of interviews

Required Skills:

- Strong commitment to land conservation and, in particular, the mission and vision of SFC
- Bachelor's degree at minimum

- Excellent written and verbal communication skills
- Ability to anticipate needs, provide project support, take initiative and be resourceful
- Demonstrated innovative thinking and adaptability
- Technologically savvy, especially a high level of proficiency with MS Office Suite and Excel
- ArcGIS proficiency
- Project management and grant writing experience
- Enjoy working as a team member as well as independently
- Ability to occasionally work long hours
- Ability and desire to work with a diverse group of people including state, federal, tribal, and non-government resource professionals, working lands producers, and the general public.

Desired Skills:

- Experience in conservation real estate, habitat management and/or enhancement
- Experience with project budget development and management
- Experience with contract management
- Familiarity with rangeland and ranching culture
- Knowledgeable of Sierra Nevada and foothill ecosystems
- Familiarity with CEQA, NEPA, special status species and mitigation and permitting

Physical Requirements:

Requires ability to sit up to 8 hours per day. Able to lift up to 50 pounds. Traverse difficult terrain, climb and or stand for 6 hours per day, able to frequently bend, stoop, kneel, walk, run, crawl, and reach for things high or low. Hearing acuity must be average, and visual acuity must be good. Good manual dexterity is required as is the ability to operate stationary machinery and vehicles or mobile equipment.

Responsibilities

Land Conservation Projects (90%)

- Implement Land Conservation Program
- Develop grant applications for funding to purchase easements, land, or fund restoration projects
- Develop project budgets and long-term management tasks and endowment needs
- Implement projects by developing agreements and other documents, coordinating contractors, and understanding best practices
- Evaluate potential projects for their conservation values and the appropriate funding strategy
- Provide Land Conservation Program information to interested landowners
- Build cooperative, effective working relationships with partner agencies, ranchers, neighbors, conservationists, and scientists

- Create maps for project proposals, internal use, and other sources
- Maintain project files and documentation of procedure and policy compliance with LTA accreditation
- Work closely with the Executive Director and Conservation Director on all land projects
- Aid in evaluating projects, developing budget, long term management costs, and roles and responsibilities for all parties involved
- Work with mitigation project proponents, lawyers, agencies, and other parties to ensure project success
- Research, develop and implement land conservation projects
- Participate in collaboration conservation planning efforts as directed

Outreach Projects (5%)

- Occasionally present at regional, state and national conferences
- Attend 2-3 tabling events a year to talk to community about SFC
- Build relationships with landowners and community members
- Participate in collaborative groups to further SFC's Mission and goals
- Aid with SFC's hikes, classes, open houses, and fundraising events as requested

Administrative (5%)

- Organize the SFC Land Committee- including scheduling and taking minutes if necessary
- Working with team, ensure that files for all current projects are maintained in compliance with LTA standards and practices
- Working with team, complete grant reporting and invoicing



Sierra Foothill Conservancy

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐
Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____
Are you available to work on weekends? YES ☐ NO ☐ Would you be able to work overtime? YES ☐ NO ☐
If hired, would you have reliable means of transportation to and from work? YES ☐ NO ☐

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Graduate: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Trade/
Technical _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list one personal and three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Address: _____

Previous Employment

List below all present and past employment starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for Immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand and agree that employment is "At-Will", meaning employment may be terminated by either myself or the Company at any time, with or without cause, and with or without notice. I also understand and agree that the Company retains the right to demote, transfer, change my job duties, and my compensation at any time with or without notice and with or without cause in its sole discretion. Employer and Employee further understand and agree that other than the President, no manager, supervisor or other representative of the Company has authority to make any agreement, express or implied, for employment for any specified period of time, or to make any agreement for employment other than at-will. The Company and I also agree that this "At-Will" employment policy cannot be amended, modified or altered in any way by oral statements or in any other way, and can only be altered by written amendment signed by the President of the Company, indicating that it is intended as a modification of Employee's At-Will status.

Signature: _____ Date: _____