

## 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 Project Manager works as part of the dynamic Sierra Foothill Conservancy (SFC)'s multidisciplinary team. The Project Manager will assist in the realization of SFC's regional land stewardship, conservation, and engagement vision, to conserve, enhance, and restore lands in perpetuity while cultivating the future stewards of the land. This staff member develops and completes land-based projects, which will include ecological restoration & enhancement projects, forest health and wildfire resilience projects, outdoor education, and easement and fee title land acquisitions through grants and donations. The Project Manager will oversee the entire lifecycle of a project- planning, executing, monitoring, and closing – to ensure it is completed on time, within budget, and according to specifications. The Project Manager coordinates with private landowners, local and statewide groups to further SFC's mission and goals, developing collaborative project proposals. The Project Manager will partner with Tribes regionally to achieve shared goals through the development and implementation of projects. 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 leadership team which includes the Executive Director, Operations Director, and Conservation Director working across SFC programs.

This is a full-time hourly position. Sierra Foothill Conservancy provides competitive benefits and compensation packages including 100% employer paid health care premiums, dental and vision coverage, 401K retirement plan with 6% employer match, and life insurance. The anticipated starting hourly rate of this position is between \$28.75-\$36. SFC is an equal opportunity employer and we are committed to building a workplace where everyone can succeed and belong. To Submit Applications:

Send resume, cover letter, 3 professional and 1 personal reference and application, in a single combined PDF, to [careers@sierrafoothill.org](mailto:careers@sierrafoothill.org), call 209-742-5556 with questions. The position will be filled as soon as possible. We will be accepting applications until the position is filled, only applicants selected for interviews will be contacted.

### Required Skills:

- Strong commitment to land conservation and, in particular, the mission and vision of SFC
- Bachelor's degree
- Two plus years of project management experience
- Strong attention to deadlines and budgetary guidelines
- Excellent written and verbal communication skills
- Proven success working with all levels of management
- 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
- Grant writing & management 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 county, 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, forest health and wildfire resilience
- Experience with project budget development and management
- Experience with contract management
- Familiarity with rangeland and ranching culture
- Knowledgeable of Sierra Nevada and foothill ecosystems
- Knowledge of and/or experience working with Tribal communities
- 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

#### Project Management (45%)

- Creation of project plans that include tasks, milestones and timelines
- Identifying and finding solutions for potential risks, such as budget constraints or permitting delays
- Monitoring project progress and setting specific measurable, achievable, relevant and time-bound goals

- Managing project budgets and allocating resources with direction from leadership staff
- Regular reporting to leadership on project progress
- Build cooperative, effective working relationships with partner agencies, ranchers, Tribes, neighbors, conservationists, and scientists
- Implement projects by developing agreements and other documents, coordinating contractors, and understanding best practices.
- Work with mitigation project proponents, lawyers, agencies, and other parties to ensure project success
- Manage discrete deliverables within larger land conservation projects such as Baseline Documentation Reports and Long Term Management Plans
- Maintain Project files and documentation or procedure and policy compliance with Land Trust Alliance Accreditation.
- Create maps for project proposals, internal use, and other sources
- Work closely with the Executive Director and Conservation Director on land projects
- Aid in evaluating projects, developing budgets, long term management costs, and roles and responsibilities for all parties involved
- Research, develop and implement land conservation and Stewardship projects
- Participate in collaborative stewardship & conservation planning efforts as directed

#### Project Development (45%)

- Lead and support the development of grant applications coordinating with all appropriate parties to gather information for successful proposals across programs.
- Develop grant applications for funding to achieve community conservation, education, conservation, stewardship and organizational goals
- Develop project budgets and long-term management tasks
- Evaluate potential projects for their alignment with SFC goals and the appropriate funding strategy
- Research and evaluate funding opportunities for potential projects across programs
- Build cooperative, effective working relationships with partner agencies, ranchers, neighbors, Tribes, conservationists, and scientists
- Implement the project/grant onboarding process, ensuring grant budget and deliverables are clear and tracked, and the development of grant reporting templates and schedule.

#### 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%)

- 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