



Madera/Chowchilla Resource Conservation District Job Description

Job Title: Manager – Part Time
Reports To: Board of Directors
Prepared Date: March 2021
Pay Rate: \$50/Hour at 15 to 20 hours a week

Background:

The Madera/Chowchilla Resource Conservation District (M/CRCD), located in Madera County, is a local unit of government that operates as a Special District within the State of California. M/CRCD is governed by a local Board of Directors, and receives its funding through contracts and grants. The M/CRCD carries out its mission by working closely with landowners and resource managers on public and private properties to provide conservation related technical and educational assistance in order to address diverse agriculture and natural resources issues, including sustaining our soils and water and the proper and wise use of our lands. M/CRCD works in close partnership with the USDA Natural Resource Conservation Service (NRCS) and other agencies and organizations within the Central Valley region. The M/CRCD provides a non-regulatory, incentive and voluntary based approach, led by a Board comprising local landowners, and thus engenders trust with private property owners, often opening doors to properties with resource challenges where other agencies are not welcomed.

Specifically, the M/CRCD is entirely grant funded and often secures funding directly and indirectly for the planning and implementation for a variety of resource related projects that may include:

- on-farm best management and conservation practices
- invasive plant erosion identification and control
- water quality and water conservation projects
- carbon farming including carbon sequestration and water conservation
- native plant and habitat projects
- pollinator projects
- research and data collection projects to identify natural resources and trends

For more information on our programs visit: <http://maderachowchillarcd.org>

Position Summary

The Manager for the Madera/Chowchilla Resource Conservation District (M/CRCD) serves as the chief administrative officer responsible for managing and directing the

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day-to-day operations, programs and partnerships of the District consistent with the strategic plan, goals and objectives, and policies and procedures established by the Board of Directors. The Manager is an at-will position that reports directly to the Board and serves as the face of the District in its dealings with agricultural, regulatory, food security, environmental justice and environmental communities and the public at large. The position requires strong agricultural knowledge, organizational development, grant writing skills, self-direction, collaborative leadership, and problem-solving abilities in order to effectively carry out the District's Mission.

Position Qualifications

Candidates must possess a strong desire to work with a wide range of partners and community stakeholders including environmental, agricultural, environmental justice, food security, government, philanthropic individuals and groups. Candidates must embrace, support, and achieve the M/CRCD's mission by working with the Board and by developing and sustaining programs through fundraising. The ideal candidate will have experience with RCDs, NRCS, or other similar agencies or nonprofits in a management and organizational development role and will have demonstrated success in writing, securing and managing a wide range of grant and funding sources.

General Duties and Good Governance

- Initiate and lead programmatic development and expansion by building partnerships and actively seeking opportunities for appropriate grant applications and funding opportunities;
- Supervise all operational aspects of the District including contractors and volunteers;
- Solicit, develop and manage subcontracts for services;
- Maintain thorough knowledge of current and newly emerging issues affecting agricultural operations and the natural resources in the District Area, in the Central Valley, and Statewide;
- Maintain, enhance, and foster a strong working relationship with the (NRCS), the County, the California Association of RCDs (CARCD), the Department of Conservation, and other RCDs;
- Ensure ongoing compliance with applicable statutes and government rules and regulations. Coordinate compliance with legal counsel and auditors as required;
- Keep abreast of all federal, state, and local laws, ordinances, general plans, and policies that affect conservation work within the District;
- Coordinate with the Department of Conservation and the California Association of RCDs to ensure the RCD is achieving Goals set forth in the "Planning for the Future" document;



- Supervise and implement promotional activities, media contacts, and programs of the District and the successful projects implemented by the District and its partners within the community and with the media;
- Oversee the development, maintenance, and enhancement of the RCD website and related social media;
- Provide a visible presence or “face” for the District through public interactions with the community and partners;
- Identify obstacles and barriers to conservation programs and projects and work with the Board and partners to find solutions.

Financial Duties

- Oversee and Ensure that District operations continue in a fiscally responsible manner and maintain transparency;
- Oversee the development of budget projections and identify needs and opportunities to ensure adequate funding to maintain existing staff and expand programs where appropriate;
- Oversee financial management and reporting, including monthly financial reports to the Board of Directors, coordinate with the District accountant in the preparation of the annual budget and preparation for independent audits;
- Monitor of cash flow, enforcement of financial policies for expenditures, and purchase authorizations and monitor the organizational budget throughout the fiscal year.

Board Relations

- Maintain and enhance the RCD Board of Directors’ working relationships with appropriate officials at the local, county, state, regional, and federal levels;
- Prepare and post Agendas and Board materials, in compliance with Brown Act, and attend all Board Meetings;
- Report regularly to the Board regarding achievement of District objectives, current and projected financial status and provide updates on current projects and other issues relevant to the Board;
- Keep the Board fully informed on the condition of the organization and all important factors influencing its decisions;
- In coordination with the Board, develop and implement a strategic plan and budget for the organization with specific goals, time frames and financial requirements.



Experience and Requirements

- BA/BS, from an accredited school, in environmental planning, natural resource management, business or public administration or a related field (Master's Degree preferred).
- 4 years of experience in a wide range of natural resource programs or initiatives on behalf of a non-profit organization, special district, or public agency, with specific experience in fundraising, grant management, financial and organizational management, and human resources (management experience preferred).
- Experience leading in an outcome-based organization; ability to develop and operationalize strategies that will take the RCD to the next stage of growth.
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Ability to work comfortably in a wide range of settings including legislative subcommittees, program development sessions with environmental decision-makers, technical conferences, and meetings with local citizens and landowner groups.
- Strong ability to engage a wide range of stakeholders and cultures.
- Excellent writing and public speaking skills, strong verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Passion, integrity, positive attitude, mission-driven, and self-directed and ability to work with minimal direction.
- Competency with current computer technologies, including Outlook, Word, Excel, PowerPoint, (or other desktop design software), Dropbox, Google Docs, and the Internet. USDA COMET Planner, InDesign, GIS a plus, but not required.
- Leadership skills demonstrated through past achievements.
- Possesses a vehicle, valid driver's license, good driving record, and proof of insurance.
- Has knowledge, and understanding of agriculture in our local area.
- Willingness to reside in or travel to Madera County on a regular basis.

Physical Requirements

Position is currently remote, due to Covid regulations. Normally, work is performed in a normal office environment and outside in all types of weather. The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, move, climb and descend stairs, use repetitive motions, and traverse uneven terrain. The position requires the ability to operate a telephone, computer keyboard, copier, other typical equipment and motor vehicle, vision to read materials and a computer screen, and hearing and speech to

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communicate in person and over the telephone. Work requires lifting or moving up to 50 pounds. When necessary, position requires the ability to work unusual shifts, including nights and weekends and travel to conferences workshops and events out of the area.

To apply, please submit a cover letter, resume, and at least 3 current references and their contact information to Laurel Angell at langell@landstewardsproject.org. A writing sample or equivalent that demonstrates previous successful outcomes on which you have worked is recommended, but not required. **The deadline for applications is May 10, 2021.**

Employment Eligibility: The successful applicant will be asked to show proof of citizenship or proof of eligibility to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract and may be modified or revoked without notice. The Madera/Chowchilla RCD is an equal opportunity employer, makes employment decisions on the basis of merit, and prohibits unlawful discrimination based on race, religion, color, sex, age or marital status.