

# Program Director

Nevada County Resource Conservation District

<b>Position</b>	Program Director
<b>Location</b>	Duty station is Grass Valley, California
<b>Salary</b>	\$75,000 - \$85,000

## Introduction

The Nevada County Resource Conservation District (NCRCD) is a non-regulatory, local special district empowered to address a variety of natural resource opportunities including soil and water conservation, wildlife habitat enhancement and restoration, control of aquatic species, watershed restoration, conservation planning and education. The NCRCD encompasses all of Nevada County and western Sierra County and includes private, state, and federal land. Additionally, through collaboration and partnerships, it is granted authority to work in adjacent RCD Districts in California. Our work is currently carried out by a professional and passionate team of four full-time staff and a variety of year-round and seasonal contractors and partners. Current program areas include a substantial focus on collaborative stewardship, community and private landowner assistance, and education.

## Position Summary

The Program Director will work with the Executive Director to lead the NCRCD during an exciting period of significant programmatic growth and help guide the organization as a key partner for collaboration in addressing the most pressing agriculture and land stewardship needs of Nevada County.

The Project Director will oversee all aspects of project management, from inception to completion, ensuring successful delivery of projects on time, within budget, and according to quality standards. They will provide strategic leadership, guidance, and direction to project teams, vendors, and community members to foster collaboration, innovation, and excellence.

The Program Director will work with the Executive Director to lead the implementation of the NCRCD's strategic plan, and capacity building plan to ensure thoughtful and intentional organizational growth. The ability to create relationships and facilitate the management of partnerships with a large and varied group of external governmental, research, NGO and private partners is expected. Additionally securing fund development opportunities, grant administration and project management and contract oversight are key deliverables for a successful candidate.

The position requires broad-based natural resource knowledge, collaborative leadership, fund development skills, self-direction, strategic thinking, and problem-solving abilities to work to carry out the NCRCD's mission. A successful candidate will possess a strong commitment to land stewardship and have experience working collaboratively with a wide range of partners and community stakeholders such as private landowners, RCDs, conservancies, county and regional agencies, and non-profits. The Program Director is an at-will employee who reports to the Executive Director.

## Key Responsibilities:

### 1. Project Planning and Strategy:

- Develop comprehensive project plans, including scope, objectives, deliverables, timelines, resource allocation, and budgeting.
- Define project goals and strategies in alignment with organizational objectives, grant deliverables, and potential funding opportunities.

- Evaluate project feasibility, risks, and opportunities, and develop mitigation strategies.

## **2. Grant Writing and Funding Acquisition:**

- Identify potential funding sources, including government grants, foundation grants, state, and NGO opportunities aligned with project objectives and organizational priorities.
- Prepare and submit compelling grant proposals, including budgets, project narratives, and supporting documents, to secure funding for projects and initiatives.
- Cultivate relationships with funding agencies, donors, and stakeholders to enhance grant-seeking efforts and maximize funding opportunities.

## **3. Team Leadership and Management:**

- Works with the Executive Director on the facilitation and implementation of a strategic plan and capacity building plan to guide the direction of the organization.
- Facilitate regular check-ins on strategic progress and updates to plan as needed.
- Works with the Executive Director in leading programmatic development and expansion to support the RCD's strategic direction and serve the needs of the community.
- Actively participate in key projects and programs, particularly those with an RCD-wide or regional focus, and those involving prominent issues or partnerships.
- Lead the Conservation Program staff in an annual project work plan process and conduct regular check-ins on progress toward goals, milestones, deliverables, and updates needed.
- Identify obstacles and barriers to conservation programs and projects and work with staff, Board, and partners to find solutions.
- Lead, motivate, and mentor project teams to ensure high performance, collaboration, and accountability.
- Allocate resources effectively and manage workload distribution to achieve project milestones.
- Conducts annual reviews of direct reports
- Works diligently to promote staff development opportunities for self and others
- Foster a positive team culture that encourages innovation, continuous improvement, and knowledge sharing.

## **4. Stakeholder Engagement:**

- Ability to develop, maintain, enhance, and foster a strong working relationship with public and private partners.
- Establish and maintain effective communication channels with stakeholders, including clients, sponsors, partners, and internal teams.
- Manage stakeholder expectations and ensure alignment with project objectives, grant deliverables, and funding requirements.
- Resolve conflicts and address issues proactively to maintain positive relationships.

## 5. Project Execution and Monitoring:

- Assists the Executive Director in leading programmatic development and expansion to support the RCD's strategic direction and serve the needs of the community.
- Manages Nevada County RCD grants compliance which includes, but is not limited to, preparing bid packages, coordinating fulfillment of District contracts, insurance and licensing for outside contractors and vendors, labor compliance with applicable laws, provisions, codes, regulations, and policies, assisting with negotiation contract terms as needed, and provide long-term monitoring of on the ground conservation projects throughout District.
- Oversee project execution to ensure adherence to timelines, budget, quality standards, and regulatory requirements.
- Monitor project progress, identify deviations, and implement corrective actions as necessary.
- Conduct regular project reviews, assessments, and post-project evaluations to capture lessons learned and drive continuous improvement.

## 6. Risk Management and Compliance:

- Identify potential risks and challenges associated with projects and funding initiatives and develop risk mitigation plans.
- Ensure compliance with relevant regulations, policies, and procedures throughout the project lifecycle.
- Implement effective governance structures and controls to minimize project-related risks.
- Maintain thorough knowledge of current and newly emerging issues, laws, and policies affecting natural resources and agriculture in the RCD.

## Applicant Qualifications

### Required Qualifications

- BA/BS, from an accredited school, ideally in environmental planning, natural resource management, environmental engineering, business or public administration, or a related field.
- A minimum of five years of experience with public agencies or NGOs, including a minimum of three years of experience in a leadership or program management role.
- Experience with fund development; grant management; financial management; and human resources.
- Strong ability to engage a wide range of stakeholders and cultures.
- Experience in developing and managing contracts and partner agreements.

### Required Competencies

- Transparent and high-integrity **leadership** to inspire and pursue a shared vision for the RCD.
- Effective **management** to recruit, develop and retain staff, build strong working relationships, cultivate a positive working environment, and motivate excellent performance.
- Successful **oversight of programs** to strategize, develop, and deliver high-quality services to the community and funders, consistent with mission and strategic plan.
- Strong **administrative abilities** to effectively oversee the organization's finances and operations.
- Creative **problem-solving and negotiation skills** to navigate the complexities of the RCD's work and relationships.
- Excellent **interpersonal skills** to foster constructive discourse and meaningful collaboration with internal and external stakeholders.
- Dedication to being a **Team Player**

- Strong **public speaking ability** and excellent written and verbal **communication skills** to represent the RCD compellingly and professionally.
- Dedication to and knowledge of **natural resource conservation**.
- Desire for a **strong work ethic, community building, innovation, and excellence**.
- Competency with current computer technologies, including Microsoft Office, Google Docs, and various grant management software and applications.
- A California C Driver's License and auto insurance

### **Work Environment**

Work is performed in both indoor and outdoor settings. The indoor and outdoor settings include:

- A professional office environment that includes operation of standard office equipment such as computers, phones, copiers, calculators, and filing cabinets. Moderate noise levels.
- Field settings that include various and rugged terrains, dense vegetation (with possible exposure to poison oak, ticks, and mosquitos), and hot, cold, and wet conditions.

### **Physical Requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Work in the office frequently requires remaining in a stationary position, operating a computer and other standard office equipment, conversing by telephone and in person. Work in the field and in the office requires near and far visual acuity for expansive reading, computer operation, editing of documents, map interpretation, and data collection. Driving required for local travel. Position may require manual labor and hiking in rugged terrain in all weather conditions. Ability to lift up to 45 pounds; ability to sit, walk and stand for intermittent periods of time and on a frequent basis; strength, dexterity, coordination; ability to climb, bend, stoop, squat, and reach on a frequent basis; ability to communicate on a telephone, via email, and in person; and ability to properly prepare for long hours exposed to the elements.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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### **Salary and Benefits**

Salary is commensurate with experience. The current salary range is \$75,000 - \$85,000. The NCRCD's benefits package includes employee health benefits in a qualified SDRMA plan to include healthcare, dental vision, and Employee Assistance Program, discretionary leave time vacation and sick leave and retirement benefits (PERS).

**Please Note**

Housing is not included with this employment opportunity. All positions are contingent upon funding. The employee will be required to use personal vehicle for work duties when District vehicle is not available. District will reimburse mileage at the federal rate.

**How to Apply**

To apply, please submit cover letter and resume to [manager@ncrcd.org](mailto:manager@ncrcd.org), which reflects the collaborative and grant development/management experience, program management, size of staff and budget you have managed, your breadth of responsibility and authority, beginning and end dates of positions held), and four references, with no more than one personal reference (who will not be contacted without prior notice).