

Job Opening:

Conservation Project Manager



LAND TRUST
SANTA CRUZ COUNTY

Posting date: September 22, 2023

Overview

The Land Trust of Santa Cruz County, a nonprofit organization that has made substantial headway in environmental conservation by helping to protect more than 14,000 acres of various habitats and farmland over the last 45 years, is seeking a highly collaborative, organized and mission-driven professional to manage a portfolio of priority and grant-funded projects associated with public access, habitat restoration, conservation planning, and working lands management. Projects include collaborative planning of a landscape linkage for wildlife between the Santa Cruz Mountains and the Gabilan Range, and planning and construction of our Community Harvest project at our Watsonville Slough Farm among other projects.

The Conservation Project Manager is a full-time, exempt position with excellent benefits and a great work environment. The Conservation Project Manager is part of the Stewardship Team and works closely with staff across all departments. The Land Trust offers a green commute stipend, professional development opportunities, staff events with great food and fun, and a kid & dog-friendly office. Work hours total 40 hours per week generally between 8 am-5 pm, Monday - Friday, with occasional early, late, or weekend work required. This is mostly an office-based position, with regular field site visits. It is not a remote position. Starting pay ranges from \$82,000 - \$92,000/year.

Responsibilities

Manage Contractors and Key Relationships to Facilitate Project Execution

- Coordinate and supervise consultants and construction contractors, contract documents, change orders, schedules, budgets, deliverables, and completion to ensure timely delivery of high-quality products.
- Coordinate agency environmental review and permitting, ensure environmental compliance during construction projects, and ensure future reporting requirements are tracked for the operations phase.
- Coordinate site visits with agencies, funders, staff, partners and contractors for inspection, compliance, and marketing.
- Coordinate with partners to leverage their capabilities and achieve project goals.

Manage Project Schedules and Milestones

- Manage the development of plans, grant reporting and contracting.
- Keep projects on track, including contracting, schedules, deliverables, and close-out.
- Ensure timely delivery of high-quality products.
- Manage non-financial and financial elements of grant reporting and invoicing, including coordinating with project staff to generate content and administrative staff to deliver reports to funders.
- Keep decision makers aware of the budget status and progress towards completion.
- Lead the organization's public grant compliance with prevailing wage and other requirements.
- Advise staff leading grant seeking and grant writing, sharing lessons learned during implementation.
- Support the preparation of grant proposals with program content and financial information.

Develop Key Project Documents

- Develop memos, reports and letters that articulate key information to advance project outcomes, such as project descriptions, management plans, and updates to key stakeholders.
- Contribute text, figures, budget information, and document review to support grant proposal development.

Contribute to the Overall Success of the Land Trust

- Assist at events, meetings, and other operational needs.
- Other duties as assigned.

Required Knowledge, Skills, Ability & Experience

- Enthusiasm for a dynamic workplace and the mission of the Land Trust
- Five years of professional experience in project management, construction management, environmental planning, natural resources, public lands access, or similar
- Bachelor's degree in a related field
- Excellent organizational skills, and the ability to sustain progress on multiple projects, each with many points of contact
- Excellent management skills, demonstrated by the ability to work with diverse collaborators
- Experience motivating contractors to produce high quality work on time and on budget
- Excellent written, verbal, and interpersonal communication skills
- Experience managing contracts, distilling contracts into calendars, tasks and critical paths
- Enthusiasm for developing and maintaining clear and accurate records
- Experience in nature and comfortable working in areas with natural hazards (e.g., unstable slopes, hazard trees, heat, open water, ticks, wasps, rodent nests, rattlesnakes, mountain lions, etc.)
- Physically capable of extended walking in adverse terrain (steep, muddy, thickly vegetated)
- Driver's license and capable of driving safely in city, rural and 4-wheel drive conditions

Preferred Knowledge, Skills, Ability & Experience

- Experience managing high value projects
- Experience implementing state and federal grants
- Professional training in project management
- Highly proficient in Microsoft applications
- Ability to use GIS and ESRI software to produce maps and support technical analysis

The Land Trust of Santa Cruz County operates in an ecologically and demographically diverse region of central California. We recognize that our organization does not represent the human diversity of our region that will enhance our work and impact.

The Land Trust aspires to be an organization representative of the communities we serve. We are looking for people with a passion for nature, land protection, and teamwork. We encourage everyone to apply for our available positions, even if they don't meet all the hiring criteria listed in the job description.

Interested applicants are encouraged to apply before **October 13, 2023** when review of applications will begin. Position open until filled.

To apply, send your resume and cover letter to job@landtrustsantacruz.org