



### **Summary**

Founded in 1971, Save Mount Diablo (SMD), a 501(c)(3) tax exempt, California non-profit corporation, and nationally accredited land trust, acquires and preserves land on and around Mount Diablo in the San Francisco Bay Area [www.savemountdiablo.org](http://www.savemountdiablo.org). SMD has protected land through land use advocacy and policy work for more than 50 years and is in the middle of a program expansion to the full 12-county Diablo Range, especially in the Advocacy Program. This Policy, Campaign & Land Use Planner (LUP) position presents an outstanding opportunity for a policy activist or land use planner to continue and expand that work by applying their knowledge of land use planning to public campaigns, policy response and development, grassroots advocacy, and development projects undergoing formal environmental review in an expanding geographic area. The LUP will also be involved in improving internal organizational systems to streamline departmental administration and project tracking, sustain and increase public engagement in land use issues and formalize knowledge of organizational land use achievements.

### **Save Mount Diablo**

201 N Civic Dr, Suite 190, Walnut Creek, CA 94596

### **Job Description: Policy, Campaign & Land Use Planner**

This is a full-time, exempt position that reports to the Land Conservation Director, and works in close collaboration with the Senior Land Use Manager.

### **Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Responding to Policy and Land Use projects in the 12-county Diablo Range from Contra Costa County south to Kern and San Luis Obispo Counties, including ballot measures, a National Monument campaign, reservoir projects, High Speed Rail, alternative energy projects, etc.
- Land use project research, analysis, review and interpretation, and developing or supporting strategy, land campaigns and other responses to development proposals, including document and report creation, EIR comment letters and legislative digests.
- Agency agenda tracking, project research and review, and analysis.
- Representing SMD at community meetings, planning commissions, city councils and board of supervisors; making persuasive public comments and presentations.
- Developing and implementing elected official, planning agency and public outreach and landowner education programs, including constituent hikes and site visits.
- Preparing and directing development of photo, map and other graphic materials for land use reports and presentations.
- Assisting with departmental administration, scheduling and internal reporting.

### **Supervisory Responsibilities**

May manage volunteers and interns active on particular land use projects. Responsibilities include documenting contact information and interests, notifying volunteers about tasks to complete, review and intake of work products and scheduling of potential activities.



**The ideal candidate will have the following experience and qualifications though we recognize that not every applicant will meet all criterion. If you think you have what it takes to succeed in this role, we want to hear from you!**

- Fearlessness. Talent. Drive. Joy.
- A minimum of 2-4 years of experience in land use planning; familiarity with laws related to planning including knowledge of CEQA, ESA and other regulations
- Environmental and public policy, grassroots advocacy and coalition building
- Strong public speaking skills
- Proven high level of competency in research and writing
- Some experience in land preservation techniques, land acquisition, land transactions, environmental assessments and other resource evaluations.
- Computer proficiency: Word, Excel, Adobe Photoshop, Google Earth
- Ability to be accurate and detailed in accomplishing daily tasks
- Ability to effectively relate to volunteers, program participants, and the general public
- Outgoing personality & sense of humor
- Appreciation of environmental issues
- Ability to work independently
- Appreciation of outdoor recreational activities

### **Education and/or Experience**

Activist and policy experience is more essential than directly related academic work. Bachelor's degree in environmental planning, Land Use or related field desired. Master's degree preferred, as well as at least 2-4 years of experience in land use planning or equivalent combination of education and experience.

### **Essential Requirements**

- Possess valid driver's license with clean record and current insurance
- Expectation of regular evening and weekend meetings and events, especially in the northern Diablo Range, sometimes further south.
- Daily access to a motor vehicle

### **Physical Demands**

The employee is frequently required to sit. The employee is occasionally required to stand and must occasionally lift and/or move up to 25 pounds. Employee must be able to travel to external meetings and provide occasional physical set-up and breakdown of meetings/events. Employee must also be able to hike, occasionally in steep and/or rugged terrain and in inclement weather.

**Salary** The starting salary range for this position is \$66,560 commensurate with experience.

**Benefits** Include Health, dental, vision, 403(b) retirement plan and employer matching contribution. Flexible work schedule, and partial remote work.

To apply please send your:

- Cover letter
- Resume
- Two examples of written proficiency
- List of References
- Salary History

to [jobs@savemountdiablo.org](mailto:jobs@savemountdiablo.org) with your name in the subject line.