



RESOURCE CONSERVATION DISTRICTS

Project Manager- Capacity Building

California Association of Resource Conservation Districts (CARCD)

Project Manager- Capacity Building

Position Description

Background

CARCD solves California's critical conservation issues by supporting the 96 RCDs in implementing high level locally led conservation on public and private lands including the conservation of agriculture and local economies. By leading our communities locally, we affect real and lasting change on our landscapes.

Summary of position

CARCD is seeking a dynamic, creative conservation professional to assist in leading our capacity building effort to strengthen and support the RCDs in meeting the next generation of conservation challenges. This is an exciting time in the RCD world and we are seeking someone who is up for the challenge. The ideal candidate will have a working knowledge of RCDs and/ or locally led conservation and experience working on political, organizational, and/or training projects.

Specific Duties

Capacity Building Support

Coordinate between RCDs and CARCD to provide support to RCDs including identifying and solving current needs, assisting with the implementation of a training program, outreach to RCDs, organizing and structuring data, and providing support tools.

Partner Coordination

Work with our partners; including government and non-profits, to coordinate capacity building efforts. Create strategies to maximize resources. Increase understanding of the current needs of RCDs and the capacity building effort.

Project Management

Manage 2-3 grants and the associated deliverables to achieve an efficient and effective product. Coordinate with other team members to ensure projects are completed in a timely manner.

Legislative

Work with our legislative team to communicate RCD capacity building needs and ensure these needs are being met in proposed legislation. Occasionally meet with legislators and testify in hearings.

RCD Outreach

Communicate regularly with RCDs around the State.

Grant writing/ securing funding

In coordination with the team, solicit funds to support the capacity building effort and CARCD as a whole including grant writing.

Desired Qualifications

- Working knowledge of RCDs or locally led conservation
- Appreciation for the diversity of California's local communities and a desire to support them
- Excellent verbal and written communication skills
- Experience with graphic design preferred
- Effective interpersonal skills
- Experience analyzing information and making recommendations
- An interest in and preferably experience with working with legislative issues
- An interest in and preferably experience with working with organizational development
- Effectively work both in team settings and individually
- Ability to be productive while being flexible, self-starting and working independently
- Excellent organizational skills, including ability to set priorities, manage time, work under pressure and manage multiple projects effectively.
- Project Management experience
- Ability to travel within the State on a limited basis
- Advanced degree in business management, conservation, biology, organizational development, communications, natural resources or other related degree and three years of experience

The position is full time, with a flexible schedule and basic health insurance. Hourly rate ranging from \$28-32/hour.

To apply, please send a cover letter and resume to: emily-sutherland@carcd.org

The position is open until filled.