



TAHOE
RESOURCE CONSERVATION DISTRICT

Tahoe Fire and Fuels Team - Program Manager

Position Tahoe Fire and Fuels Team - Program Manager

Location South Lake Tahoe, California

Salary \$77,769.60 - \$109,429.64 (\$37.39 - \$52.61/hour)

Duration Full Time - Year Round

Background

Located in beautiful Lake Tahoe, Tahoe Resource Conservation District (Tahoe RCD) seeks to hire a full-time Tahoe Fire and Fuels Team Program Manager. Tahoe RCD is a leader in local conservation and our staff works with a diversity of stakeholders, including land managers, government agencies, fire protection districts, tribal entities, educational institutions, landowners, and others, to protect, restore, and enhance the natural resources of the Lake Tahoe Basin.

About the Tahoe Fire and Fuels Team

The Tahoe Fire and Fuels Team (TFFT) is Lake Tahoe's partnership of 21 federal, tribal, state, and local organizations dedicated to managing Tahoe's forests and preparing communities for wildfire. The team focuses on multiple aspects of fire prevention, landscape resilience, and community wildfire preparedness, including home hardening, defensible space, fuel reduction, prescribed fire, data hub management, and unified public information and community outreach. The TFFT is overseen by a Multi-Agency Coordinating Group which includes the seven Lake Tahoe Basin fire chiefs and nine local agency executives including the USDA Forest Service.

Tahoe RCD collaborates with local fire districts, public land management agencies, and community members as part of the Tahoe Fire and Fuels Team.

Position Description

The Tahoe Fire and Fuels Team (TFFT) Program Manager is responsible for managing and directing the internal administration and operations of the TFFT along with being the face of TFFT to a large and varied group of public, private, and local partners. The TFFT Program Manager reports to the Tahoe Resource Conservation District Executive Director and also works under the direction of TFFT Leadership. To carry out the mission of the TFFT, the position requires a strong and broad-based knowledge of natural resources and forest management, fund-development skills, collaborative leadership, and a person who is a self-directed strategic thinker with excellent problem-solving abilities.

Work is performed in the Tahoe RCD office and the field, which can periodically involve long hours. The position is considered 'at will' and is year-round, full-time, and non-exempt. This position is a two-year term with the possibility of extension based on available funding.

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SPECIFIC JOB DUTIES

TFFT Coordination and Collaboration:

- Create and maintain a document archive for TFFT that includes meeting notes, agendas, strategy documents, etc.
- Assist TFFT Leadership in the creation of the annual TFFT Incident Action Plan (IAP).
- Lead and coordinate TFFT Steering Committee. The TFFT Steering Committee will work collaboratively to develop TFFT meeting agendas, strategize on upcoming priorities and action items, and be comprised of:
 - TFFT Program Manager
 - Incident Commander
 - Deputy Incident Commander
 - Plans Chief
- Ensure TFFT sub-groups and TFFT overall are consistently working towards TFFT Retreat Recommendations and Priorities.
- Ensure TFFT priorities and accomplishments are “Kept on the Agenda” through presentations to boards, councils, committees, foundations, and other interested parties.
- Maintain, enhance, and foster strong working relationships with public and private partners.

Strategic Planning Across Jurisdictions:

Create, coordinate, and update 5–10-year strategic plan of projects, funding needs, etc. across all TFFT partners/jurisdictions.

- Identify opportunities for pilot projects within the 5–10-year strategic plan.
- Consistently work with partners to identify how and where projects can create synergies across jurisdictions.
- Lead and Coordinate the Multi-jurisdictional Fuels Strategy Update.
 - This includes identifying key stakeholders for involvement, assigning sections/roles and responsibilities, updating/editing the current Multi-Jurisdictional Fuels Strategy, and finalizing the document for review and approval by MAC.

Grant writing and reporting:

- Initiate and lead programmatic development and expansion by building partnerships and actively seeking opportunities for appropriate funding.
- Lead and assist TFFT Partners in developing grant proposals, including grant writing, budget development, and proposal submission to funders.
- Research, identify, and apply to potential funding sources for position support, partner planning and implementation, capacity building, or equipment/materials.

Policy Analysis and Advocacy:

- Maintain thorough knowledge of current and newly emerging issues affecting wildfire prevention, forest management, and funding opportunities in the Lake Tahoe Basin and Statewide.
- Perform Forest Management policy/regulation analysis.

Personal Characteristics:

- Understands and nurtures the value of the team.
- Is easy to approach and talk to, is a good listener.
- Relates well to all kinds of people, and builds constructive and effective relationships

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- Able to negotiate skillfully in tough situations with both internal and external groups
- Pursues goals with energy, drive, and a need to finish
- Uses rigorous logic and methods to solve difficult problems with effective solutions
- Is action-oriented—enjoys working hard, is full of energy for the things he/she sees as challenging
- Results-oriented and accountable, may be counted on to exceed goals
- Can deal with sensitive issues and information in a professional and confidential manner
- Is widely trusted and seen as a direct, truthful individual
- Creative thinker with the ability to apply creativity to real-world situations.

Supervisory Duties

This position may supervise a program assistant, interns, and volunteers.

QUALIFICATIONS AND ABILITIES

Education, Experience, & Requirements:

- A minimum of five years of experience with public agencies or NGOs in a wide range of natural resource programs or initiatives. Experience should include fund development, grant management; financial and organizational management. Management level experience required.
- BA/BS, from an accredited school, in environmental policy and/or planning, natural resource management, business or public administration or a related field (Master's Degree preferred).
- Must have 3-5 years of demonstrated experience supervising staff and developing and implementing conservation programs
- Experience facilitating meetings and collaborative groups, building agreement amongst partners, and guiding stakeholders towards consensus-based outcomes,
- Excellence in organizational management with the ability to manage and develop high-performance teams and set and achieve strategic objectives.
- 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 diverse range of stakeholders.
- Excellent writing and public speaking skills, strong verbal communication skills, a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Experience with identifying and securing funding through grants and/or other funding mechanisms
- Passion, integrity, positive attitude, mission-driven, and self-directed and ability to work with minimal direction.
- Competency with current computer technologies
- Demonstrated leadership skills through past achievements.
- A valid California or Nevada Class “C” Driver's License, a clean driving record, auto insurance and successful completion of a background check. A DMV printout may be required prior to employment.

WORKING CONDITIONS

Tahoe RCD offers a hybrid work format; work may be performed partially from home when appropriate. The Executive Director must approve hybrid work schedules and employees must attest that their home workplace is compliant with Tahoe RCD worker's compensation requirements. Work is performed at a

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desk (70%) and in the field (30%) (though this will depend on the time of year as the summer field season will have more field time). The office environment has natural and artificial lighting. This Position may require flexible work hours when needed (occasional evenings and weekends). Incumbent may be required to use personal vehicle for work duties. The District will reimburse mileage at the federal rate.

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. This work may include climbing steep terrain, moving in and out of streams, lifting, carrying supplies and equipment, etc. during all seasons. The noise level in the work environment can range from very quiet to very noisy. The ability to sit, use a keyboard, stand, use hands and feet, talk, walk, stoop, and reach are required very often in this position.

Must comply with Federal, State, and local regulations and practices related to Equal Opportunity, sexual harassment, and a drug-free workplace.

SALARY AND BENEFITS

Salary is commensurate with experience. The current salary range is \$77,769.60 - \$109,429.64 (\$37.39 - \$52.61/hour). The Tahoe RCD benefits package includes individual employee health benefits (employer covers 75% medical and 100% dental, vision, and Employee Assistance Program), discretionary leave time (Paid Time Off - 120 hours (years 1-3), 12 paid holidays, and 2 floating holidays. The position also includes State of California Workers' Compensation Insurance, California Public Employees' Retirement System, California State Unemployment Insurance, Medicare, Social Security, and an optional deferred retirement plan (457(b)) is available.

TO APPLY:

Send email with 'TFFT Program Manager – Your Name' in the subject line and attach a cover letter, resume, and three references to: **Mike Vollmer, Executive Director – jobs@tahoercd.org**.

Applicants that do not follow these instructions will not be considered.

The position will remain open until filled and the first round of applications are due January 17, 2025, with interviews taking place the week of January 27-29, 2025.

TAHOE RCD IS AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE TAHOE RCD TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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