



TAHOE

RESOURCE CONSERVATION DISTRICT

870 Emerald Bay Road Suite 108, South Lake Tahoe, CA 96150 • 530.543.1501 PH • 530.543.1660 FAX • TahoeRCD.org

JOB ANNOUNCEMENT EXECUTIVE DIRECTOR

Tahoe Resource Conservation District (Tahoe RCD) is seeking a team-oriented individual to be its next Executive Director. The ideal candidate will have a minimum of five years of experience in an executive or high-level management position in an organization that is primarily grant funded and has a staff of at least 10-15 people.

Tahoe Resource Conservation District

Tahoe RCD is a non-regulatory, local special district empowered to address a full suite of natural resource opportunities. Our programs and projects support all aspects of conservation issues including: water quality, aquatic invasive species, wildlife habitat, fire defensible space, sustainable recreation, water conservation and community enhancement. Tahoe RCD works in an area that covers over 35,000 acres in El Dorado and Placer Counties including private, state and federal lands on the California side of the Lake Tahoe Basin. Through collaboration and partnerships, it is granted authority to work in adjacent Resource Conservation Districts in both California and Nevada. Our work is carried out by a professional and passionate team of 19 full time and 30-50 seasonal staff and contractors/partners in five program areas: Restoration / Land Management, Aquatic Invasive Species, Stormwater Monitoring, Fire Adapted Communities, and Environmental Services. The Tahoe RCD owns a 206-acre parcel and is currently developing a plan for restoration of the parcel.

Position Description and Qualifications

The Executive Director is responsible for managing and directing the internal business operations of the Tahoe RCD along with being the face of Tahoe RCD to a large and varied group of government, research, NGOs and private partners. The Executive Director is an at-will employee who reports to a five-member Board of Directors. The position requires a strong and broad-based knowledge of natural resources, fund-development skills, self-direction, strategic thinking, collaborative leadership, and problem-solving abilities in order to carry out Tahoe RCD's mission.

An ideal candidate will possess a strong desire and have successful experience working collaboratively with a wide range of partners and community stakeholders including federal, state and local governments, academia, NGOs, and private groups and individuals. Candidates must embrace, support, and achieve Tahoe RCD's mission by working with the Board, staff and partners to develop and sustain programs through effective fund development. While completing the Executive duties, the candidate must be willing and able to work approximately 40% of their time on project tasks with identifiable outputs (be a player / coach). The ideal candidate will have experience working with RCDs, conservancies, regional agencies, NRCS, USFS, fire districts or other similar agencies or nonprofits in a management and organizational development role, and will have demonstrated success in writing, securing and managing a wide range of grant and funding sources. Additionally, the candidate must possess a Bachelor's Degree from an accredited school, in environmental planning, natural resource management, environmental engineering, business or public administration or a related field (Master's Degree preferred).

See attached Duty Statement for more detailed description of the position description and qualifications.

We Do Conservation

The mission of the Tahoe RCD is to promote the conservation, stewardship and knowledge of the Lake Tahoe region's natural resources by providing leadership and innovative environmental services to all stakeholders.

Salary and Benefits

Salary is commensurate with experience. The current salary range is \$97,718.40 - \$122,148.00. The Tahoe RCD's benefits package includes individual employee health benefits (employer covers 75% medical and 100% dental vision, and Employee Assistance Program), discretionary leave time (vacation leave 80 hours (years 1-5), sick leave 80 hours per year, 240 hour cap) 14 paid holidays, and retirement benefits (CA Public Employees Retirement System). A District vehicle is available for work-related travel.

How to Apply

Applications will be accepted until the position is filled. You are encouraged to submit your application by November 15, 2021 as the Tahoe RCD will begin the review of applications after that date.

To apply, please submit cover letter, resume, and six work-related references (two in each of the following three categories): supervisor, direct report, and a colleague or peer outside of your current organization (references will not be contacted without prior approval).

Submit applications to:

jobs@tahoercd.org.

Subject heading "Executive Director Application - INSERT YOUR NAME".

or

Carl Ribaldo, Tahoe RCD Board President
Attn: Executive Director Application
Tahoe RCD
870 Emerald Bay Road, Suite 108
South Lake Tahoe, CA 96150

Questions about the position may be submitted via email or you may contact Director Harold Singer at (530) 721-0698 or Director Martin Goldberg at (530) 416-2506.

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.



EXECUTIVE DIRECTOR DUTY STATEMENT

Position Description

The Executive Director is responsible for managing and directing the internal business operations of the Tahoe Resource Conservation District (Tahoe RCD) along with being the face of Tahoe RCD to a large and varied group of government, research, NGOs and private partners. The Executive Director is an at-will employee who reports to a five-member Board of Directors. The position requires a strong and broad-based knowledge of natural resources, fund-development skills, self-direction, strategic thinking, collaborative leadership, and problem-solving abilities in order to carry out Tahoe RCD's mission.

General Duties

- Initiate and lead programmatic development and expansion by building partnerships and actively seeking opportunities for appropriate funding.
- Maintain thorough knowledge of current and newly emerging issues affecting natural resources in the Lake Tahoe Basin and Statewide.
- Manage administrative aspects of the Tahoe RCD.
- Work on project related tasks with identifiable outputs (approximately 40% of total hours). The Executive Director must be willing to be a "coach / player."
- Maintain, enhance, and foster a strong working relationship with public and private partners.
- Ensure ongoing compliance with applicable statutes and government rules and regulations. Coordinate compliance with legal counsel and auditors as required.
- Keep abreast of all federal, state, and local laws, ordinances, general plans, and policies that affect conservation work within the Tahoe RCD.
- Coordinate with the CA Department of Conservation and the California Association of Resource Conservation Districts.
- Supervise and implement promotional and media activities for Tahoe RCD programs with partners, within the community, and with the media.
- Provide a visible presence or "face" for the Tahoe RCD through public interactions with the community and partners.
- Identify obstacles and barriers to conservation programs and projects, and work with the Board and partners to find solutions.

Financial and Administrative Duties

- Ensure that Tahoe RCD operations continue in a fiscally-responsible manner and maintain transparency.
- Supervise all operational aspects of the Tahoe RCD including oversight and approval of all contractual and legal agreements.
- Oversee the development of budget projections and identify needs and opportunities to ensure adequate funding to maintain existing staff and expand programs where appropriate.
- Oversee financial management and reporting and coordinate with the Tahoe RCD's financial and administrative staff in the preparation and monitoring of the annual budget and preparation for independent audits.

Board Relations

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- Review and finalize agendas and board materials and attend all Board Meetings.
- Report regularly to the Board regarding achievement of Tahoe RCD objectives and goals and provide updates on current projects and other issues relevant to the Board.
- Keep the Board fully informed on the financial and programmatic condition of the organization and all important factors influencing its decisions.
- In coordination with the Board and Tahoe RCD staff, develop and implement a strategic plan and an annual and three-year budget for the organization with specific goals, time frames and financial requirements.

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, builds constructive and effective relationships
- 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
- Is able to deal with sensitive issues and information in a professional and confidential manner
- Is widely trusted and seen as a direct, truthful individual
- Balances creativity with the ability to apply creativity to real world situations.

Experience and Requirements

- BA/BS, from an accredited school, in environmental planning, natural resource management, environmental engineering, business or public administration or a related field (Master's Degree preferred).
- 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, human resources, and management and restoration of lands owned by the organization. Management level experience required.
- Experience leading an outcome-based organization; ability to develop and implement strategies that will take the Tahoe RCD to the next stage of growth,
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to manage and develop high-performance teams, set and achieve strategic objectives, and manage complex budgets.
- 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 wide range of stakeholders and cultures.
- Excellent writing and public speaking skills, strong verbal communication skills, a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- 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 California C Driver's License, a clean driving record, auto insurance and successful completion of a background check.

Additional 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. Position may require manual labor. Ability to lift up to 35 lbs; 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. Ability to properly prepare for long hours exposed to the elements. The Tahoe RCD office is located at approximately 6,226 feet. Summer temperatures can be over 80 degrees and snow can accumulate throughout the year. Operations will allow for exposure to conditions such as dust, fumes, noise, heat, cold, rain, snow, and/or odors.