



TAHOE

RESOURCE CONSERVATION DISTRICT

CLASSIFICATION DESCRIPTION *Fire Adapted Communities Program Manager*

Salary range: \$77,769.60—\$97,212.00 (\$37.39 -- \$46.74/hour)

Summary Description

Tahoe Resource Conservation District (Tahoe RCD) is a non-regulatory special district that provides conservation technical assistance and education to landowners and other resource managers.

Tahoe RCD is seeking a Program Manager who brings substantial experience in building successful partnerships to achieve conservation goals, implementing conservation projects to address natural resource issues, and attaining funding to implement such projects. The employee occupying this position is directly responsible to and managed by the Director of Programs. This is a full-time, grant-funded position with full benefits through 2024, with the possibility of extension based on available funding. This position is “at will.”

The Fire Adapted Communities (FAC) Program is a well-coordinated, collaborative, and successful effort to provide outreach, education, engagement, and support to project partners, residents, and visitors within the Lake Tahoe Basin. Tahoe RCD and our program partners work closely together to implement this program on public and private lands. The incumbent will coordinate and facilitate relationships between partner agencies, wildfire prevention and preparedness groups, and funders, and will effectively develop innovative projects to address pressing natural resource issues. This position will also play a role in grant writing, by independently developing grant proposals and providing grant writing support and guidance to partners and the District.

As a member of the Tahoe Fire and Fuels Team (TFFT), Tahoe RCD collaborates with local fire districts, public land management agencies, and neighborhoods to manage the Tahoe Network of Fire Adapted Communities. The program is designed to help residents and visitors prepare for wildfire. Led by Tahoe RCD, this multi-agency and community collaboration helps residents take individual action to collectively **reduce their neighborhood’s risk from wildfire**. Through this collaborative effort, there are opportunities for program growth and expansion to assist with other TFFT priorities such as fire prevention, fuels reduction and landscape scale forestry planning.

Duties and Responsibilities

- Lead and coordinate program implementation by building annual budget and goals
- Manage grants including developing budgets and timelines for funder and sub-contractor agreements and amendments, reviewing and approving invoices, and achieving performance measures and accomplishing deliverables
- Maintain and develop partnerships with agencies and public and private entities for the promotion of the Fire Adapted Communities Program and the District

- Develop communication and outreach strategies, guide implementation, and provide oversight to program staff
- Develop and implement FAC Basin-wide program including coordination and delivery of training resources, guidance documents, outreach and promotional materials, GIS-based tools, web content, community events, educational workshops, social media management, and monthly e-newsletter
- Provide leadership through participation and support of the Tahoe Fire and Fuels Team, and assist with new program development.
- Provide oversight for programmatic and partner spatial and tabular data/database development and management
- Work with Tahoe RCD FAC team to identify program priorities based on stakeholder feedback, agency funding priorities, and Tahoe RCD's mission
- Write grant proposals to support and sustain the program, and compose reports and other communications as necessary to document program accomplishments for grants and contracts
- Develop ideas into projects by identifying key partners and consultants, securing landowner participation, and developing detailed and concrete plans of action
- Stay apprised of other conservation efforts within the Lake Tahoe Basin, and of political, social and policy issues that may impact Tahoe RCD's work
- Represent Tahoe RCD at meetings, special events, and through public presentations, and facilitate FAC team and partner meetings
- Supervise program staff, conduct performance reviews, and lead and participate in recruitment and hiring
- Write monthly staff report for Board of Directors and attend monthly board meeting
- Other duties as assigned by management and supervisor

Anticipated Outcomes

- Sustainable financial support for Fire Adapted Communities Program staff, partners, and administration
- Fire Adapted Communities Program and Tahoe Network of Fire Adapted Communities will continue to lead the outreach, education, and community engagement arm of the Tahoe Fire and Fuels Team
- Successful fiscal management including annual audits
- Successful grant management and project delivery
- Shared and celebrated successes and gap analysis and improvement
- Program growth and development to achieve the goals of the TFFT

- Clear, consistent, professional communication with staff, Board of Directors, and Program partners
- Establishment and maintenance of trust between the Program, Tahoe RCD, and partners
- Program and staff roles can evolve with changing priorities of Tahoe RCD and Program stakeholders

Qualifications: Knowledge, Skills, and Experience

Required

- Minimum 5 years of experience with progressive leadership in the field of conservation or related field
- At least 5 years demonstrated experience supervising staff and developing and implementing conservation programs
- Experience identifying and securing funding through grants and/or other funding mechanisms
- Experience managing complex budgets and grants
- Computer skills including knowledge of all Microsoft Office applications, website applications, and database management
- Excellent written and oral communication skills, and ability to apply this knowledge to directing stakeholder group coordination; applying analytical techniques and interpersonal relationship skills in determining the needs of the District, partner agencies, and the public
- Skill in facilitating meetings, identifying agency roles and responsibilities and delegating tasks
- Skill in establishing and maintaining work relationships with public and private entities, community leaders and partnering agencies
- Possess tact and have the ability to negotiate for maintaining and fostering the long-term relationships necessary for the success of the program coordination process
- Skill in oral presentation techniques in order to facilitate stakeholder meetings and make presentations to community groups

Preferred:

- A 4-year and/or an advanced degree in Environmental Science, Natural Resource Management, or related field is desirable. However, direct experience or qualifications will be considered
- Skill in developing public awareness campaigns that identify target audiences, establish methods for reaching them, and demonstrate analytical techniques for evaluating results
- Experience managing federal grant funding
- Experience or familiarity with forestry, fire preparedness, and/or fire prevention

- An understanding of Conservation Districts and a familiarity with the Lake Tahoe and Truckee River watersheds and surrounding communities

Working Conditions

Work is performed at a desk (60%), in meetings (30%) and in the field (10%). Office environment has natural and artificial lighting. Position will require flexible work hours when needed (occasional evenings and weekends), with basic work week being Monday-Friday. Incumbent will be required to use personal vehicle for work duties when District vehicle is not available. 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. Ability to move 20 to 40 lbs., coordination and vision to operate personal computer and view video display terminal for frequent periods; and the ability to communicate on a telephone, via email, and in person.

Benefits

Tahoe RCD offers a comprehensive benefits package including, State of California Workers' Compensation Insurance, California Public Employees' Retirement System, California State Unemployment Insurance, Medicare and Social Security. This position receives all El Dorado County observed holidays, paid vacation, sick leave and health benefits including medical, dental and vision.

To Apply

Open until filled. Send email with "Fire Adapted Communities Program Manager Position" in subject line and attach cover letter, resume and 3 references to: Mike Vollmer, Executive Director - jobs@tahoercd.org

TAHOE RCD PROVIDES 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 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.