



Position Description Land Conservation Project Manager

ABOUT THE STEWARDSHIP COUNCIL

The Pacific Forest and Watershed Lands Stewardship Council (Stewardship Council) is a collaborative land conservation and youth investment nonprofit foundation. Funded with \$100 million from Pacific Gas & Electric Company (PG&E) ratepayer funds, our mandate includes evaluating and providing recommendations for the conservation of over 140,000 acres of watershed lands currently owned by PG&E which are spread across 21 California counties. The Stewardship Council receives no other funding.

We have been working since 2004 to achieve our mission. In 2012, we launched an environmental enhancement grantmaking program to fund projects on PG&E watershed lands. The Stewardship Council plans to sunset once its mission is completed, anticipated in 2022.

If you would like to make a difference in the protection of California's Watershed Lands please consider joining our team. We provide a variety of training opportunities to develop your skills, comprehensive health benefits because we care about your well-being, a real work-life balance, and an unbeatable friendly, professional, and positive work environment. Our office is located in Roseville, Ca and offers an on-site gym as well as walking distance to great restaurants and retail.

For more information about the Stewardship Council visit www.stewardshipcouncil.org.

Primary Purpose of Position

The Land Conservation Project Manager is responsible for performing a variety of tasks associated with the Stewardship Council's Land Conservation Program. Reporting to the Director of Land Conservation, the Land Conservation Project Manager will work with other Stewardship Council staff, representatives of PG&E, public agencies, conservation organizations, and board members to implement a land conservation program across the Sierra Nevada and Cascade ranges.

Responsibilities and Duties

Land Conservation Program

Project Management

- For all designated planning units, collaborate with Land Conservation Program staff in the development and implementation of Land Conservation and Conveyance Plans (LCCPs); prepare written materials and presentations for Board and committee meetings to aid in decision-making.



- Work collaboratively with Land Conservation Program staff and PG&E to track the overall transaction schedule for LCCPs according to the Board-approved timeline. Work to advance the approval of LCCPs accordingly by maintaining a firm, mutually agreed upon schedule with all parties. Work with the Land Conservation Program staff to mitigate slippage from schedule and shorten timeframe where possible.
- Work with Land Conservation Program staff to prepare staff recommendations and memos, reports, schedules, work plans, and presentations. Prepare other written materials as needed, including writing, editing and proofreading.
- Manage and work with staff on LCCP preparation and public noticing. Track and monitor public comments and work with staff to prepare responses and update LCCPs as needed.
- Manage and track the Stewardship Council's review and comment process for the initial and final Baseline Documentation Reports; serve as Stewardship Council's lead in escrow/closing processes for land transactions; and assist the Director of Finance and Operations with implementation of the property tax neutrality program.
- Support staff with environmental enhancement program work as the Stewardship Council collaborates with project applicants to develop project proposals for environmental enhancement projects, as needed. Assist project managers and Director of Land Conservation in monitoring implementation of enhancement projects.
- Undertake special projects as assigned.

Public Outreach and Communications

- Play a key role in the Land Conservation Program's public outreach and communications program, including managing the preparation and issuance of public notices, media releases, stakeholder communications, and developing presentation materials.
- Prepare new web content for the Land Conservation Program including posting content and troubleshooting web-related problems.
- Oversee the management of external contact lists for public notifications.

Stewardship Council Board of Directors and Watershed Planning Committee

- As necessary, manage tasks associated with the operation of the Board and Watershed Planning Committee, including preparing agendas, presentations, and board and committee meeting minutes, as well as the planning and implementation of Board field tours.

Research

- Conduct research and analysis on technical and policy issues related to land conservation.



Annual Report Preparation

- Manage preparation of Stewardship Council's annual report.

REQUIREMENTS

- A Bachelor's degree is required for this position.
- Strong project management experience, including the development and implementation of work plans and processes.
- Experience with preparation of written documents, record keeping and data management.
- Positive, high-energy professional with strong interpersonal and organizational skills.
- Mature and professional communication style, with the ability to effectively interface in a highly-professional manner with a wide variety of stakeholders including public agencies and members of the public.
- Ability to track, manage and prioritize time effectively while working on multiple projects and assignments.
- Well organized with attention to detail and follow-through on assignments.
- Basic to advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook), and stakeholder management databases.
- 25% travel within California required, including some overnight trips.
- CA driver's license required.

Desirable Qualifications

- A minimum of 3 years relevant experience in natural resources, environmental studies, conservation, or real estate transactions.
- A Bachelor's degree in natural resources, environmental science, or other field related to natural resource conservation.

Benefits

- Health, Dental and Vision Plans
- Optional Family Insurance Plans and Life/ADD Insurance
- 401 K Plan
- Paid Holidays, Vacation and Sick Leave
- Office closed December 25 – January 1 (paid)

Salary Range

\$58,000 to \$67,000 (position is exempt)

The Stewardship Council is proud to be an equal opportunity employer regardless of race, color, gender, age, sexual orientation, gender identity, religious beliefs, marital status, genetic information, national origin, disability or protected veteran status.