



Position Description Deputy Director, Land Conservation Program

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 ratepayer funds, our mandate includes evaluating and providing recommendations for the conservation of over 140,000 acres of watershed lands currently owned by Pacific Gas & Electric Company (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 completely, likely in 2022.

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

PRIMARY PURPOSE OF POSITION

To serve as the lead project manager for activities associated with the placement of conservation easements and the transfer of lands in fee of approximately 140,000 acres of PG&E Watershed Lands located primarily in the California Sierra Nevada and Cascade Ranges. Reporting to the Director of Land Conservation, this position will help to facilitate the process, scope, budget, and deadlines associated with the negotiation and completion of transactions for properties located across 21 California counties. This position will work closely with an internal and consultant team in undertaking this effort as well as participate in and assist with implementing strategic planning efforts, annual work plans and budgets, and play a key role on the land conservation program team.

This position is ideal for someone with demonstrated experience in managing complex projects. While land conservation and/or transaction experience is a plus, it is not required to be successful in this position.

This position will be based in Roseville, California with an anticipated duration of approximately 3 years.

POSITION RESPONSIBILITIES

- Collaborate with the Director of Land Conservation and program staff to provide strategic direction, project management support and expertise on all phases of land transaction work.
- Work closely with the Director of Land Conservation and program staff to ensure timely management of a dynamic project plan including all facets of the land transaction process.
- Provide project management support for the regulatory coordination and approval processes, particularly with the California Public Utilities Commission (CPUC).
- Work with the Finance and Compliance Administrator as needed to ensure the timely execution and management of activities associated with the Stewardship Council's environmental enhancement project grantmaking program and its other grantmaking activities.
- Participate in financial planning efforts associated with project management duties.
- Prepare background materials for the organization's Board of Directors and Watershed Planning Committee to help them make decisions and set policy regarding aspects of the Land Conservation Program. Participate in meetings of the Board of Directors and the Watershed Planning Committee. Provide reports to the Board of Directors or committees of the board as requested.
- Build and maintain effective working relationships with agencies, organizations, and community partners engaged in the Land Conservation Program throughout northern and central California.

REQUIREMENTS

- Bachelor's Degree. Experience in natural resource management, land management, environmental studies, conservation planning, nonprofit, government, or related field a plus, but not required.
- At least 10 years proven work experience as a project manager or administrator with the ability to manage large multi-faceted projects; able to prioritize assignments; able to manage project schedule, goals and budget; able to multitask effectively, maintain an attention to detail, and motivate a productive team.
- Ability to wear many hats and pitch in on various organizational activities.
- Excellent writing and editing skills.
- Proven staff and team management skills, including achieving team adherence to goals, schedule, and budget.
- Strong attention to detail.
- Skill and comfort in making presentations to groups of varying size, and participating constructively in meetings with people from diverse backgrounds and opinions.



- Strong diplomacy and communication skills; ability to be sensitive and inclusive of various perspectives. Ability to facilitate finding common ground among diverse individuals and organizations.
- Estimated 10-20% (or more) travel (within California) required. California driver's license and ability to drive long distances with some overnight stays within California required.

COMPENSATION

Compensation commensurate with experience. The Stewardship Council offers a competitive benefits package including medical, dental, paid time off, and 401(k) match.

TO APPLY

Please send cover letter and resume to jobs@stewardshipcouncil.org

APPLICATION WINDOW

April 11, 2017 to May 11, 2017

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.