



District Manager

Are you a collaborative leader with a natural resources background and strong management experience? Do you want to work for an agency that's nimble enough to invent novel, local solutions to some of California's biggest challenges, yet is also an established public district, rooted in the state's resource protection history? Do you relish supporting a talented, self-directed team, while also crafting a strategic vision to ensure your organization thrives in an evolving future?

The Butte County Resource Conservation District (BCRCD) is looking for a District Manager who will support a passionate staff and work with a dedicated Board of Directors to protect and enhance the natural resources and agriculture of Butte County.

About Butte County RCD

BCRCD takes pride in "filling the gaps" between public and private, local, state and federal, non-profit, and business organizations to protect our soil, water and natural diversity. We are home to Butte County's Prescribed Burn Association, we operate a unique forestry assistance program for small landowners, we take on complex and challenging meadow restoration and road repair projects, and we're even building 37 miles of new non-motorized trails in the Lassen National Forest. We've also helped local farmers and ranchers who want to install hedgerows, swap out polluting tractors, and improve irrigation efficiency; there's lots more work to do, and boosting our ag program(s) over the next few years is a key goal. In short, if our mission speaks to you and you would like to help direct our continued growth, please consider applying.

Responsibilities and Scope

- Manage the District's ongoing program commitments while helping us grow to take on new ones.
- Advise and report to the Board of Directors on a wide range of organizational and programmatic matters.
- Identify and develop new areas of programming and funding consistent with the strategic plans established by the Board of Directors. (This includes preparing and reviewing grant proposals).
- Network and develop productive relationships with other agencies, groups, and organizations that share the BCRCD's goals by participating in select working groups of federal, state, regional, or local committees.
- Work with a spirited, seasoned staff and a straight-shooting Board to assess the conservation problems within Butte County and recommend actions and programs to solve them.
- Fulfill monthly, quarterly, and/or annual reporting requirements to funding agencies and partners.
- Develop district annual and project budgets. Ensure district financial accounting and invoicing procedures are carried out and coordinated through District's outside bookkeeping service and Board Treasurer.
- Prepare and post monthly meeting agendas/ minutes for the Board of Directors' regular and special meetings pursuant to the Ralph M. Brown Act.
- Help tell the story of the unique work the District does, whether we're surveying for bumblebee diversity or meadow incision, bringing "good fire" back into our rural communities, or delivering complex programmatic CEQA and NEPA documents that increase the pace and scale of restoration.



- Track local, state, and federal laws and events that affect conservation work within the district and keep the board informed on these issues. Where appropriate, respond with RCD Board's viewpoints on pending legislation, regulation, or government programs.
- Communicate with Human Resources on employment needs and issues. Participate in state-wide California Association of Conservation Districts annual meetings and, where appropriate, collaborate with other RCDs in the region.

Desired Qualifications

- 3+ years experience running a special district or similar natural resource-focused organization
- Undergraduate or graduate degree in Resource Management, Natural or Applied Science, Public or Business Administration, or equivalent education and experience.
- Highly developed experience and knowledge in accessing funding sources, detailed grant writing, contract creation and interpretation, and fulfilling grant management requirements
- Experience in administration, planning, budgeting, grant, and fiscal management, preferably in the natural resource conservation field.
- Strong computer skills including word processing, spreadsheets, Adobe, Quickbooks, etc.
- Well-developed and demonstrated supervisory management skills for facilitating group collaboration and helping talented individuals reach their highest potential.
- Ability to interpret and make decisions in accordance with laws, regulations, policies, and procedures in the areas of local, state, and federal grant funding.
- Excellent verbal and written communication skills. Ability to develop effective and comprehensive reports, correspondence, and other written materials.
- The District Manager should be capable of building partnerships, advocating for staff needs to the BOD, and conveying complex ideas to diverse audiences across Butte County.
- Ability to work collaboratively with staff, volunteers, and diverse groups of stakeholders
- Valid California driver's license and background check required.

Benefits Include

Competitive wage compensation (80-100k annually based on experience and education), paid vacation, paid holidays, CalPERS 457 Plan, and health benefits package.

To Apply

If you are qualified and motivated, email your letter of interest and resume to: bcrd@carcd.org