

District Manager

The Butte County Resource Conservation District is looking for a dynamic business leader with a natural resources background to run the District's day-to-day organizational operations as well as lead long-term strategic planning.



Duties and Responsibilities

- Manage the District's ongoing and future program commitments
- 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.
- Network and develop productive relationships with other agencies, groups, and organizations that share the BCRCD's goals, participating in select working groups of federal, state, regional, or local committees.
- Work with staff and the Board to assess the needs for and scope of conservation work within the district and recommend actions and programs to meet these needs.
- Identify funding sources, recommend actions and prepare grant proposals for the District to secure operating funds.
- Fulfill monthly, quarterly, and/or annual reporting requirements to funding agencies.
- Hire, manage and support in-house or contract personnel as they implement district programs. Supervise and evaluate district contractors.
- Develop district annual and project budgets. Ensure district financial accounting and invoicing procedures are carried out and coordinated through District's outside bookkeeping service.
- Prepare and post monthly business meeting agendas/ minutes for the Board of Directors' regular and special meetings pursuant to the Ralph M. Brown Act.
- Prepare annual reports for review by funding agencies and partners.
- Develop and direct information campaigns to increase public awareness of district activities.
- Track local, state, and federal laws/ 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
- Other duties may be assigned by the Board of Directors.

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, ArcGIS Pro/Online, Quickbooks
- Well developed and demonstrated supervisory management skills for directing individuals and facilitating groups
- 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.
- Ability to work collaboratively with staff, volunteers, and diverse groups of stakeholders
- Valid California driver's license and ability to pass a background check.

Benefits Include

Competitive wage compensation (80-90k annual based on experience and education), paid vacation, paid holidays, health benefits package.

To Apply

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