

JOB OPPORTUNITY

Conservation Project Manager

April 7, 2025

BACKGROUND

The San Mateo Resource Conservation District (RCD) seeks a Conservation Project Manager to join the team working to improve habitat and protect water resources in beautiful coastal San Mateo County. RCDs across California serve as local hubs for conservation, connecting people with the technical, financial, and educational assistance they need to conserve and manage natural resources. RCDs help landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on private and public lands. A defining characteristic of RCDs is that our assistance is non-regulatory, confidential, and free.

POSITION

The RCD has five program areas: climate mitigation, water resources, forest health and fire, habitat enhancement, and agricultural stewardship. This position serves the water resources and habitat enhancement teams. You will advance efforts to restore wildlife habitat and enhance streamflow for environmental benefit while improving water security for local agriculture and domestic use. The work includes developing and implementing projects, supporting regional prioritization efforts, and helping landowners manage their natural resources. Typical projects include creek and wetland enhancement, removal of barriers to restore ancestral fish migration, vegetation management, agricultural and domestic water storage and water conservation, and other activities that improve natural resources for wildlife and people. You will work closely with a broad array of internal staff, partner organizations, government agency staff, and public and private landowners and require a high level of collaboration both internally and externally.

PRIMARY DUTIES AND RESPONSIBILITIES

Project Management

- Ensure that each project meets all internal requirements and follows RCD protocols for project management, e.g. writing project descriptions, holding kickoff meetings, completing post-mortems, utilizing project management tools, identifying roles and responsibilities, and completing communications plans
- Manage projects to ensure satisfactory completion, including but not limited to:
 - Coordinate with funders, technical advisors, partners, and stakeholders as needed in each stage of the project
 - Manage contracts with funders, consultants, and subcontractors
 - Manage bid processes for hiring contractors and developing contracts

- Manage budgets, invoicing, and reporting
- Manage communications between project partners and stakeholders
- Manage and develop environmental documents and permits, sometimes with the support of consultants
- Manage the development of project designs and logistics for project implementation
- Oversee implementation activities, including contractor management and coordination, permit compliance, and biological monitoring
- Oversee monitoring activities, including data collection in the field, data entry, equipment preparation and supply maintenance (the employee will be trained in all required protocols)
- Ensure timely completion of high-quality deliverables including final reports, technical reports, outreach materials, and workshops

Collaboration, Outreach and Technical Assistance

- Support or lead workshops in English, Spanish, or Chinese
- Help identify and support strategic opportunities for partnerships, resources, and communications to advance program goals
- Support and sometimes lead the identification of emerging restoration and conservation opportunities through collaboration with internal and external partners such as staff, resource agencies, community representatives, public land managers, and private landowners
- Communicate regularly with partners and foster positive relationships
- Provide technical assistance through individual communications, site-visits, and occasional after-hour community meetings
- Coordinate with other RCD staff as needed to advance multi-benefit conservation
- Respond to timely needs and pivot resources as necessary and appropriate, per the direction of program manager and/or supervisor

Project Development

- Help identify and/or support strategic opportunities for partnerships, resources, and communications to advance program goals
- Help identify emerging issues, priorities and opportunities to advance RCD or program goals under direction of Program Manager and/or supervisor
- Help seek funding opportunities through private, local, state, and federal sources under direction of Program Manager and/or supervisor
- Prepare grant proposals and communicate with funding agencies and grants managers

Supervision

- Conservation Project Managers may supervise permanent or seasonal staff or interns or otherwise provide mentorship, performance feedback, and professional development opportunities to others

Other

- Remain up to date regarding relevant laws, regulations and permitting
- Identify and participate in training to increase individual and organizational capacity
- Contribute to a range of special projects or administrative, educational, technical, or programmatic needs and opportunities as they emerge
- Contribute to overall RCD goals and mission and implementation of the RCD's Strategic Plan through tasks and special projects as needed or assigned

- Promote diversity, equity, inclusion, and justice in conservation and contribute to implementation of the RCD's DEI Plan

APPLICANT QUALIFICATIONS

Successful applicants will benefit from previous experience in stakeholder engagement, responding to timely requests, project management, permitting and environmental compliance, and high levels of collaboration. You will work across many disciplines and therefore need technical, administrative, communication, and interpersonal skills as well as curiosity and a desire to learn.

Minimum qualifications

- Undergraduate degree or equivalent experience demonstrating knowledge in one or more of the following areas: watershed stewardship, natural resource management, hydrology, soil science, native plant and animal communities, restoration ecology, fisheries, water resources and conservation, or similar field
- Demonstrated ability to manage conservation projects; direct experience or transferable skills are acceptable
- Strong written and verbal communication skills and ability to work with a variety of community members with diverse cultural backgrounds, worldviews, interests, and temperaments
- Strong computer skills, including Microsoft Office Suite, and/ or demonstrated ability to learn new programs/systems
- Highly organized, motivated self-starter with the ability to prioritize in a fast-paced work environment
- Ability to work collaboratively on a team as well as independently
- Ability to occasionally walk on rugged terrain or in creeks, walk or stand for extended periods of time, lift and carry supplies, and use hand-held equipment during all seasons.
- Innovative problem-solving abilities, flexibility, strong desire to learn
- Commitment to diversity, equity, and inclusion
- Valid California driver's license

Desired qualifications

- Fluency/proficiency in Spanish or Chinese
- Drone operating license
- Experience with community engagement
- Experience with habitat restoration, water resource management, or similar
- Experience with engineering and construction
- Familiarity with local threatened and endangered species, including habitat needs and legal protections
- Familiarity with local, state, and federal permits, including water rights and CEQA, required for these projects
- Experience working with watershed, restoration, or other conservation groups
- Experience with community engagement
- Experience with environmental construction management
- Experience with grant application writing, contract management, and procurement procedures

COMPENSATION AND BENEFITS

Financial compensation for the Conservation Project Manager will be \$83,040-\$99,648 per year, commensurate with applicable experience. Benefits include a fixed monthly amount for combined health, dental, and vision insurance; paid time off starting at 18 days annually (including sick time); a 401K

retirement plan; 12 paid holidays; ability to work remotely as appropriate (field and office work is also required); and a fun, fast-paced, positive work environment with excellent coworkers.

COMMITMENT TO DIVERSITY EQUITY AND INCLUSION

We recognize the diversity in our community, and we see the strengths and gifts that each member of the community brings to the shared work of deep sustainability. We are working towards a future where the land and communities of San Mateo County are healthy and resilient in the face of climate change, the connection between people and the land is strong, and people throughout our community equitably share the benefits of and connection to natural resources. We are growing and learning in this space and have developed a strategic plan to intentionally work toward that future. Before applying, please review our [Diversity, Equity, Inclusion, and Justice Plan](#). To support our staff, the RCD offers paid time to attend affinity groups and professional development opportunities. The RCD is an equal opportunity employer.

APPLICATION INFORMATION

To apply email a cover letter, resume, and three references combined into a single attachment to Amy Kaeser, Habitat Enhancement Program Director, at jobs@sanmateoRCD.org with the subject "Conservation Project Manager." Applicants may later be asked to submit a driving record. Applications will be accepted through **May 5, 2025**. Interviews are expected to be held mid to late May. The Conservation Project Manager is anticipated to start work June-July 2025, flexible. The RCD is an equal opportunity employer.

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