

Center for Natural Lands Management



POSITION DESCRIPTION

Preserve Manager – East Bay

Reports to: Regional Preserve Manager – Northern California
Location: Contra Costa/Alameda Counties (generally, San Francisco Bay Area)
Position: Permanent / Full-time (1.0 FTE); Exempt (Salaried)
Compensation: DOE; Benefits
Application deadline: Open until filled, but for fullest consideration please apply no later than September 18, 2020

The Center for Natural Lands Management (CNLM) is a nonprofit 501(3)(c) organization, created in 1990, whose mission is the perpetual stewardship of natural and created conservation lands, sensitive species, and their resident ecosystems. Central to CNLM's mission and fundamental to its success are the principles of rigorous cost estimation for managing conservation areas in perpetuity and application of appropriate scientific information for conservation and restoration. Most of CNLM's stewardship activity, based on the higher number and area of preserves, is currently in California. CNLM also owns and manages a portfolio of preserves in Washington state and manages one conservation easement in Oregon.

CNLM is culturally significant in its focus on rare and vulnerable species, small populations, and sensitive habitats. Such responsibilities require stewardship staff with a strong background in natural sciences, the ability to apply principles from conservation biology with experienced discretion, and a passion for contributing to conservation success through long term, on-the-ground, management. To fulfill its conservation mission, CNLM has a well-established practice of selecting for and investing in excellent staff. In California, because of the geographic distribution of its preserves, staff are widely distributed, and business is conducted with a virtual office model. Most staff, including most senior staff, maintain home offices and communication is more often by phone and email than by in-person meetings. CNLM maintains a small administrative office in southern California.

In the State of Washington, CNLM's focus is on conservation of the rare prairie and oak woodlands of Cascadia, especially those lands and habitats within the South Puget Sound Region. In that Region, we aim to protect, restore habitats, and support recovery of listed species or those that are candidates for federal listing. In addition to conducting restoration-related activities, CNLM staff manage our portfolio of seven preserves. CNLM maintains a diverse native plant nursery in the Olympia area to provide appropriate plant materials for restoration activities on its own preserves and those of partnering entities.

Currently in California, over 80 preserves, encompassing approximately 70,000 acres throughout the state, are within CNLM's portfolio, with new preserves added regularly. The preserves vary in size from three to thousands of acres and are managed under direct ownership, conservation easements, or management contracts. For purposes of organizational structure and oversight, CNLM's California preserves are organized into (currently four) regions: Northern California, Central California, Orange/Riverside Counties, and San Diego County. Every CNLM preserve within this portfolio is managed by a CNLM Preserve Manager who conducts all planning, budgeting, stewardship and reporting activities. There is a Regional Preserve Manager assigned to each of the four regions: these

managers provide decision support to the Preserve Managers in their region but also maintain a portfolio of preserves that they manage.

The Preserve Manager – East Bay (PM, or Preserve Manager) will be responsible for an initial portfolio consisting of four preserves – the 1,200-acre Windemere Ranch Preserve, 700-acre Dublin Ranch, 149-acre Connolly Ranch, and the three-acre conservation easement known as the Patrick Connolly Preserve. CNLM has perpetual responsibilities and legal authority for conducting conservation activities on these preserves through conservation easements and perpetual management and funding agreements. These preserves are located in Alameda, Contra Costa, and San Joaquin counties and include habitat types such as California annual and perennial grassland, freshwater wetlands, valley foothill riparian, natural ponds, and riparian woodlands. The species that command the stewardship focus on these preserves include California red-legged frog, San Joaquin kit fox, California tiger salamander, burrowing owl, and golden eagle. (See CNLM website for more information on these preserves).

The Preserve Manager will be responsible for managing the Preserves at both landscape and population levels. Stewardship activities include occasional restoration or enhancement activities; integrated pest management including chemical control of exotics if needed and grazing management; biological monitoring; revising management plans; preparing annual budgets, work plans, and reports; and active engagement of regulatory agency personnel and other collaborators and contractors needed for specialized services. Grazing is an important means of vegetation management and the Preserve Manager will work with the Regional Preserve Manager and the grazing lessees to achieve appropriate vegetation structure while providing appropriate conditions for cattle.

The Preserve Manager will provide resource management in accordance with the conservation values and regulatory requirements of the Preserves, CNLM's stewardship standards and practices (which also reflect and exceed Land Trust Accreditation Commission standards), and the preserve-specific management plans. This position requires maintenance of a home office for which CNLM provides a stipend. A company vehicle may be provided at management's discretion. There is a considerable degree of autonomy (and responsibility) associated with this position because of CNLM's organizational structure which focuses on preserve management rather than high levels of administration and supervision. Supervision will be provided by the Regional Preserve Manager – Northern California and by the Director of Conservation Science and Stewardship. In addition to the management of this portfolio of preserves, the Preserve Manager will contribute to CNLM's expertise and documentation of 'best management practices' for managing grassland and wetland habitats, and rare and protected plant and animal species. The Preserve Manager will participate in internal and external stewardship and conservation science events and, as needed, participate in the acquisition of new preserves.

RESPONSIBILITIES

- Provide stewardship for the East Bay portfolio of preserves including planning, management, enhancement, monitoring, reporting, budgeting, grazing management, and other activities
- Monitor occurrences and populations of native, listed, and exotic species of plants and animals
- Carry out specific preserve management activities such as vegetation management, RDM monitoring, maintaining and repairing fences and posting signs, patrolling and enforcement (of easement conditions), and preparing scopes of work and contracts for specific services if required for appropriate stewardship and as allowed by preserve budgets
- Review monitoring protocols, analyze and interpret the results of monitoring activities, and incorporate this information into management activities and plans
- Develop and maintain a permanent record of preserve activities, decisions taken, and preserve conditions

- Participate in planning and community meetings as a representative of CNLM and lead outreach as needed – especially with neighboring land owners, police and fire departments, and regulatory and other natural resource agencies and entities, as appropriate
- Prepare and implement annual work plans, budgets, and reports
- Identify any additional (beyond provided budget and work plan) important activities, develop plans, and participate in efforts to acquire additional resources
- Work collaboratively, productively, and professionally with other CNLM staff, most particularly with the Regional Preserve Manager, other Preserve Managers in the Region, the Director of Conservation Science and Stewardship, and administrative staff
- Participate in acquiring new CNLM preserves which includes conducting PAR3 (Property Analysis Record) analyses on new properties and conducting associated field surveys and due diligence as needed
- Work professionally and effectively with CNLM grazing lessees, resource agencies, consultants, project proponents, and other conservation organizations
- Fulfill other duties as assigned.

REQUIREMENTS

- Master of Science (or Arts) degree (strongly preferred) in Natural Resource Management, Biology, Wildlife Ecology, Range Ecology, Botany, or related field; or compelling evidence of equivalent experience and self-education that would result in understanding of core principles and ability to use statistical, preserve design, ecological, and genetic principles in preserve stewardship and decision-making
- Relevant experience in land stewardship, including application of good management practices, restoration, and management of rare or fragile species; at least three years of such experience is desirable
- Experience in management of California grassland and freshwater wetland habitats is desirable
- Strong background—from formal education, experience, or a combination—in ecology, with an emphasis in plant and/or wildlife biology or range management, is highly desirable
- Knowledge—identification, life history characteristics, management—of northern California native plants is highly desirable
- Excellent communication skills; ability to write professional stewardship-related plans, reports, and other documents
- Demonstrated effectiveness in working collaboratively and professionally at public and client meetings
- Proven self-starter, able to work efficiently and effectively with minimal supervision, and able to appropriately use initiative to meet habitat management goals; seeking advice and policy guidance when needed and appropriate

- Able to quickly learn and effectively use the PAR3© (Property Analysis Record) software, including the due diligence required for proper application of this financial tool
- Able to prepare annual budgets and manage Preserve activities within them
- Able to structure time effectively and meet deadlines
- Ability to operate from a home office, to provide a safe location for a CNLM vehicle if one is provided, and to make efficient use of the limited funds available for transportation in traveling to/from the Preserve and conducting other work-related responsibilities
- Working knowledge of GIS and GPS technologies and associated software and a working knowledge of Windows operating systems and PC applications such as Microsoft Office Suite; familiarity with statistical analyses and associated software is desirable
- Possession and maintenance of a valid driver's license and safe driving record
- Understanding of basic statistical principles for designing monitoring protocols, simple field trials, and analyzing resulting data is highly desirable
- Familiarity with federal, state, and local environmental legislation and codes such as the California and Federal Endangered Species Acts and ability to work with appropriate discretion in a context involving listed species and regulatory requirements
- Possession of US Fish and Wildlife Service permit to monitor any of the listed wildlife species found on the preserves or the ability to quickly acquire the skills and experience that would lead to acquiring such permit is desirable.

WORKING CONDITIONS

- Regularly required to hike through a variety of habitat types and terrain, walking over uneven ground, climbing over obstacles, and accessing remote locations
- Regularly sits or stands at a desk or computer workstation
- Regularly required to operate a CNLM vehicle to conduct stewardship responsibilities (this may include a 4x4 truck or an all-terrain vehicle (ATV))
- Frequently works in an environment that involves overseeing grazing lessees or contractors, working closely with other CNLM staff, managing public involvement, negotiating projects with regulatory agencies and others
- Some evening and weekend responsibilities required, including travel (and as can be safely conducted during the COVID-19 pandemic)
- Timing of work may be related to biological windows, fiscal deadlines, Board meetings, legal commitments, or other defining timeframes. As such, periods of heavy workload may occur.
- Occasionally may be required to use or supervise the use of pesticides and or other chemical substances
- Occasionally required to use or supervise the use of powered equipment such as weed trimmers and chain saws
- Occasionally lifts, positions, or otherwise moves objects weighing up to 50 pounds.

The working conditions described here are representative in part of those that will be encountered by an employee in this position. Reasonable accommodations may be made to enable individuals with disabilities to successfully function in these working conditions.

The above statements are intended to describe the general nature of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. CNLM management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

CNLM is an Equal Opportunity employer. Personnel are chosen based on ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

This position description does not constitute an employment agreement between the CNLM and the employee and is subject to change by CNLM as the needs of the CNLM and requirements of the job change.

Position open until filled

TO APPLY:

Qualified applicants must provide a letter of interest, a detailed resumé, and **two examples** of written communication for which the applicant was the sole or senior author (such as a report or publication).

Electronic submissions strongly preferred.

Email or mail these materials to:

careers-pm@cnlm.org

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