



Yuba County Resource Conservation District

Executive Director

Job Announcement

The Yuba County Resource Conservation District (YCRCD) is seeking a dynamic, professional Executive Director (ED) to join our natural resources team as our first Executive Director and long-term staff person. The YCRCD service district (District) includes all of Yuba County, an area of approximately 412,000 acres, including the cities of Marysville, Linda, Olivehurst, Plumas Lake, Wheatland, Loma Rica, Brownsville, Challenge, Browns Valley, Oregon House, Dobbins, and Camptonville. YCRCD maintains an office at the Yuba County Government Center. Yuba County contains a wide variety of natural landscapes including riparian habitat along rivers and streams, grasslands, foothill oak lands, and mixed conifer forests as well as managed lands including orchards, crop lands, and livestock ranches. Because of this diversity, YCRCD staff may engage in projects that address sustainable agriculture, watershed health, natural resource conservation, forest health, recreation, restoration, and land stewardship efforts across the county. The YCRCD works in collaboration with state and federal partners, including the USDA Natural Resources Conservation Service, as well as nonprofits, such as the Yuba Watershed Protection and Fire Safe Council, and stakeholder groups. The YCRCD also works cooperatively with other RCDs to secure grant funds for multi-county projects. Under the direction of the YCRCD's Board of Directors, the ED will help implement the goals of the YCRCD as outlined in the District's Long-Range Plan. This includes program and project development, implementation and management of grants such as those associated with the recently acquired Sierra Nevada Conservancy (SNC) Regional Forest and Fire Capacity Program (RFFCP) grant, and securing additional funds which are primarily, but not exclusively, grant based. This position requires the ability to work collaboratively and effectively communicate the YCRCD's goals, activities, roles, and responsibilities to other agencies, organizations, and individuals as well as oversee administrative and budgetary functions. As our organization grows, the ED will supervise future District staff and serves as a role model for these staff by supporting the mission, vision, and values of the YCRCD. Interested applicants are encouraged to visit YCRCD's website at www.yubarcd.org to view the District's Long-Range Plan, the SNC RFFCP grant, and additional information about the YCRCD.

Short Summary

The Yuba County Resource Conservation District (YCRCD) is a newly restarted RCD, seeking our first dynamic, professional Executive Director (ED) to join our natural resources team. The ED will oversee program and project development, as well as implementation of tasks associated with the recently acquired Sierra Nevada Conservancy Regional Forest and Fire Capacity Program grant. The ED will coordinate and work with the YCRCD Board, federal, state, and local partners on key areas such as sustainable agriculture, watershed health, natural resources conservation, forest health, recreation, restoration, and land stewardship efforts across Yuba County.

Organization Background

The Yuba County RCD was brought back to life in 2019 after being inactive for several years. Since that time the RCD has been led by a passionate and committed board as well as one part-time staff member shared with our neighboring Sutter County RCD. Our vision, values, goals, and strategies are outlined in our Long-Range Plan. We are on a path to grow the organization, increase programs, and create a sustainable organization with the support of a new Executive Director.

Job Description

Reporting to the Yuba County Resource Conservation District's Board of Directors (Board), the Executive Director (ED) leads and manages the Yuba County Resource Conservation District (YCRCD or District) team to address the YCRCD goals as outlined in the District's Long-Range Plan. This includes program and project development, implementation and management of grants such as those associated with the recently acquired Sierra Nevada Conservancy (SNC) Regional Forest and Fire Capacity Program (RFFCP) grant, and securing additional funds which are primarily, but not exclusively, grant based. The ED works directly with the YCRCD's federal, state, and local partners such as the USDA Natural Resources Conservation Service and the local Yuba Watershed Protection and Fire Safe Council. Consequently, this position requires the ability to work collaboratively with, and effectively communicate the YCRCD's goals, activities, roles, and responsibilities to, other agencies, organizations, and individuals. The ED is responsible for YCRCD administrative and budgetary functions. As our organization grows, the ED will supervise future District staff and serves as a role model for these staff by supporting the mission, vision, and values of the YCRCD. Interested applicants are encouraged to visit YCRCD's website at www.yubarcd.org to view the District's Long-Range Plan, the SNC RFFCP grant, and additional information about the YCRCD.

Primary Responsibilities

Organizational Development and Planning

- Works with board and staff on annual work plan, planning processes and development.
- Ensures that YCRCD has a long-range strategy consistent with its mission.
- Ensures consistent and timely progress towards achieving the long-range goals.
- Provides leadership in developing programs, organizational and financial plans with the Board of Directors and staff, and carries out the plans and policies authorized by the Board.
- Keeps informed of local, state, and federal, ordinances, general plans and policies that affect conservation work within the District's service area.

Program Management and Development

- Oversees program development and specific projects.
- Works with Board, staff and partners to develop new initiatives to support the Long-Range goals of the organization, the needs of its constituents, and leadership in local conservation issues.
- Identifies obstacles and barriers to conservation programs and projects, and works with the Board and partners to mitigate those issues.
- Models overall cultural leadership to create an organization with strong staff, retention, and board satisfaction.

Fiscal and Administrative

- Oversees fiscal operations to ensure that they conform to accounting policies and grantor requirements.
- Coordinates efforts of fiscal and program staff to ensure compliance with grantor reporting requirements and deadlines.
- Reviews and approves financial statements prior to their distribution to the Board of Directors.
- Develops, manages, and monitors the District's budget as approved by the Board of Directors and oversees accounting procedures throughout the fiscal year.
- Reviews monthly bills for Board approval and monitors cash flow.
- Works with each Project Manager to review project status, fiscal and program responsibilities, and assist with fiscal forecasting.
- Supervises annual audit.
- Approves all District contracts, subcontracts, and landowner access agreements.
- Assumes responsibility for proper administration of District grants in conjunction with Board.
- Develops, maintains, and documents an effective internal control system, including written accounting policies and procedures.

Personnel and Board

- Supervises staff including developing job descriptions, recruiting, hiring, training, determining compensation, promotion, discipline and termination.
- Provides general support to staff, including daily briefings (as needed), staff meetings, and annual performance reviews.
- Maintains transparent and effective communications with staff and serves as liaison between staff and Board.
- Articulates a clear management philosophy aligned with Human Resource policies, procedures, and practices.
- Works with the Board to develop policies and procedures as required.
- Proposes personnel policy revisions and updates to Board to comply with all local, state, and federal laws.

Fund Development

- Identifies, supervises, supports and coordinates all fund development efforts including grant proposals, fee for service work, and base funding to maintain the work of the District.
- Coordinates with staff to determine the scope and budget for any grant proposal to ensure it fits with the mission, goals and expertise of the District.

Compliance

- Ensures responsible management of mitigation and grant funded projects.
- Ensures statutes and government rules and regulations pertaining to or affecting YCRCD operations are followed.
- Coordinates with legal counsel and auditors as required.
- Interprets and makes decisions in accordance with the Brown Act, Division 9 of the *Public Resources Code*, Conflict of Interest requirements, and other laws, regulations, policies and procedures.
- Ensures compliance with local, state, and federal requirements, such as: Ethics training, harassment prevention training, Form 700s, submission of annual audit to State Controller's Office, SCO annual report, compliance with Division 9 of the Public Resources Code, etc.

Community Relations & Partnerships

- Serves as the primary spokesperson and public representative for the District.
- Provides a visible presence or "face" for the District through public interactions with the community and partners.
- Maintains, enhances, and fosters a strong working relationship with the Natural Resources Conservation Service, the County, the State Association of RCDs, the Department of Conservation, other RCDs, and numerous other partners including community groups and organizations.
- Ensures effective communication to all stakeholders, including Board of Supervisors, members of the public, landowners, and partners.
- Supervises and implements promotional and media activities for District programs with partners, to the community, and to the media.

Physical Requirements

Work is performed in a normal office environment and outside in all types of weather. The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, move, climb and descend stairs, use repetitive motions and traverse uneven terrain. The position requires the ability to operate a telephone, computer keyboard, copier, typical office equipment and motor vehicle, vision to read materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Work requires lifting or moving up to 40 pounds. When necessary, position requires the ability to work unusual shifts, including weekends, and will include other duties as required.

Experience and qualifications

Required

- Understanding, experience, and passion related to wilderness, public lands conservation, or natural resource protection.
- Understanding, experience, and passion related to promoting Justice, Equity, Diversity, and Inclusion, particularly in relation to public lands.
- 2+ years leadership experience including demonstrated strength in leading, managing, and motivating staff or volunteers in a positive, supportive, and inclusive team-based atmosphere
- Excellent communications abilities including good listening skills; the ability to synthesize and communicate key information verbally and in writing; and the ability to

inspire trust and confidence in YCRCD.

- Strength or interest in strategic partnership development including initiating, cultivating, and maintaining durable and effective partnerships and negotiating financial agreements with key partners to support the mission and programs of YCRCD.
- Strength or interest in private fundraising including foundation grants and individual donors.
- Strength or interest in developing financial strategy, and ability to work closely with finance professionals to develop and oversee a business plan and annual / multi-year organizational budgets
- Oral and written communications abilities including communicating 1:1, with internal teams, and with external partners.
- Working knowledge of Microsoft Office Software including Word and Excel.

Helpful

- Experience in and understanding of today’s natural resource conservation issues, programs, and funding structures and trends.
- Interest in and commitment to the communities and natural environment of Yuba County or California’s Sierra Nevada region.
- Experience coordinating and motivating a governance board and/or other leadership volunteers.
- Experience with/understanding of federal agency budgets, structures, and programs.

The Executive Director is a 32-hour/week, exempt status, regular position of the YCRCD. After probationary period, work may be done remotely with some time spent at the YCRCD office for regularly scheduled staff and board meetings. Travel to attend meetings outside regular work hours is required. The successful candidate must possess a valid and active California Class C driver’s license. This position is subject to a 180-day probationary period. Salary is commensurate with experience. YCRCD’s compensation package includes fully paid employee health benefits and mileage reimbursement. Salary range \$45,000 to \$60,000.

To apply, please submit resume, letter of interest, and at least three (3) current references to YCRCD.info@gmail.com

For more information please contact:
Alyssa Lindman
YCRCD Board President
(916) 549-2355

RESUME REVIEW WILL BEGIN: Friday, February 10, 2023

Position is open until filled. YCRCD is an equal opportunity employer.