



Carbon Farming Program Manager

POSITION DESCRIPTION

Employer: Marin Resource Conservation District

Work Location: Point Reyes Station, Marin County, CA, with option of partially remote work

Position: Full Time

Salary: \$85,000 – 95,000 plus benefits (see below)

Our Mission

To conserve and enhance Marin's natural resources, including soil, water, vegetation and wildlife. It is our belief that the health of the county's natural landscape is dependent upon a robust agricultural economy and the active preservation of our agricultural heritage. In addition, it is our firm conviction that the agricultural productivity of the county is dependent upon the diligent application of practices which conserve and enhance our natural resources. The benefits of our program extend from individual landowners to the immediate community and the public at large.

Position

Seeking a Carbon Farming Program Manager dedicated to the successful planning, design, and implementation of carbon farming conservation projects and programs on private and public lands in Marin County. The Carbon Farming Program Manager will play a vital role in achieving Marin County's efforts to meet carbon sequestration targets by accelerating agricultural producer adoption of conservation practices. This will be achieved through climate-friendly plan and design development, assisting with project monitoring, coordinating local partner organizations and agencies, and managing all related grants. This position will work throughout the District including ranches within the Point Reyes National Seashore.

DUTIES

The following job duties represent primary job expectations with expected time equivalents.

1) PROGRAM MANAGEMENT: 25%

- a) Manage carbon farming program with an annual budget exceeding \$1 million dollars. Develop and monitor adherence to program budgets. Adhere to grant contract terms and conditions.
- b) Coordinate with local, state and federal agencies, organizations, and Tribe in program development and implementation. Promote contacts and positive relationships between partners and District.

- c) Coordinate with land managers, RCD staff, partners, consultants and construction contractors in the development of projects. Resolve complex conservation issues.
- d) Assist Conservation Program Manager in environmental review and the development of NEPA/CEQA compliance, permit documentation, applications and adherence to permit conditions.
- e) Arrange and coordinate monthly partner organization/agency team meetings to coordinate the implementation of programs.
- f) Carry out diversity and inclusion efforts, including working with Justice, Equity, Diversity, and Inclusion (JEDI) consultant to improve equity and inclusivity within the Carbon Farming Program.
- g) Work with Executive Director and Conservation Program Manager to manage support staff and consultants.
- h) Work with Monitoring and GIS Manager and GIS consultant to streamline GIS system including: collecting data as needed for all program monitoring requirements, tracking planned and implemented conservation practices across all Carbon Farm Plans, and assisting in reporting data out to Marin RCD staff, Board, funders, and County, as needed.
- i) Update Marin RCD general website as needed to adhere to District operational and transparency obligations.

2) PROJECT MANAGEMENT 35%

- a) Manage individual projects with budgets up to \$1 million. Project management tasks include: developing budgets, drafting and signing of reports and invoices for funders, tracking budget and match contributions, monitoring progress of projects, developing and negotiating Landowner Authorization Agreements, directing activities of support staff and consultants, and ensuring timelines are followed.
- b) Work with the land managers, the Monitoring and GIS Manager, partners, and consultants to develop technical, NRCS-practice-based Carbon Farming Plans and designs, which improve water quality, biodiversity, and agricultural productivity; sequester carbon; and reduce GHG emissions. Prescribe practices on a per acre basis with the use of GHG reduction models such as COMET-Planner/Farm and local peer-reviewed research. Lead the drafting of carbon farm plans and designs, coordinate co-authors, and solicit review from pertinent partners (CCI, NRCS, MALT, and members of the Technical Advisory Committee). Carbon Farm Plans may include grazing plans.
- c) Adhere to District construction policies and procedures and applicable state and federal laws. Follow bidding procedures, arrange bid tours and arrange authorization of construction invoices.

3) GRANTS AND COOPERATIVE AGREEMENTS: With assistance from the District Manager: 15%

- a) Design conservation assistance programs.
- b) Seek and write grant proposals to fund projects and programs.
- c) Develop Grant Agreements for project work with agencies and Tribe, as applicable.

4) COMMUNICATION WITH BOARD AND STAFF: 10%

- a) Report to Executive Director.
- b) Work as a team with other RCD staff to carry out the mission of the District.
- c) Prepare monthly progress reports and present project materials at public meetings so that Board may make informed program decisions. Attend Board meetings regularly to present Action Items.

5) DISTRICT PLANNING: 5%

- a) Assist Executive Director in preparation of long-range plan, annual workplan and annual reports.
- b) Assist Executive Director in new program development.
- c) Provide financial data to assist Executive Director and Bookkeeper in preparation of annual District budget.
- d) Assist Executive Director in strategizing staff workload and budgets each fiscal year.

6) EDUCATION & OUTREACH ACTIVITIES: 5%

- a) Represent and promote the District within the community at all times.
- b) Participate in carbon farming and community groups as appropriate.
- c) Arrange educational activities (workshops, field tours, etc.).
- d) Prepare and present educational materials (pamphlets, PowerPoint presentations etc.) at Board meetings, conferences and other appropriate forums.
- e) Participate in outreach activities (producing press releases, making other media contacts, attending stakeholder meetings, etc.).
- f) Assist with written and visual content for annual report, publications, website, social media, and presentations. Work with program staff to maintain Marin RCD's carbon farming and associated webpages (<https://www.marinrcd.org/carbon-farming/>) to provide resources for local land managers and the general public.

7) OTHER: 5%

- a) Other duties as may be assigned by the District Manager.

QUALIFICATIONS

This position requires the following skills:

1. B.S., B.A., and/or M.S. degree in Environmental Planning or Natural or Applied Sciences preferably wildlife biology, range, soil science, hydrology, animal science, agronomy, or forest ecology OR equivalent education and experience (please elaborate in your cover letter). GIS mapping experience or coursework a plus.
2. Knowledge of Bay Area ecology, California native woody and grassland plants and wildlife, Carbon Farm planning, and/or NRCS Conservation Planning a plus.
3. Six+ years' experience working in the field of natural resources, in the execution of grants and contracts. Experience in the execution of Landowner Agreements a plus.

4. Experience with environmental compliance associated with restoration projects including NEPA/CEQA compliance, 1600 Department of Fish and Game, 401 Regional Water Quality Control Board, 404 US Army Corps of Engineers.
5. Experience in the construction of projects including adherence to bidding procedures, prevailing wage requirements and budgets. Construction skills a plus.
6. Exceptional written and verbal communication skills—ability to communicate technical information to technical and non-technical clients and partners. Fluency in Spanish a plus.
7. Familiarity with grant proposal and contract creation and interpretation. Knowledge in accessing funding sources.
8. Exceptional ability to work productively both independently and in a collaborative team setting. Ability to manage others on team and manage time effectively on multiple projects. Ability to communicate and work with a diverse range of people including private landowners and land managers, private contractors, government agencies, Tribal staff and citizens, general public, news media, and partner resource professionals.
9. Exceptional attention to detail and problem-solving skills. Motivation to gain and develop new technical skills.
10. Valid California driver's license, clean driving record, automobile insurance. Travel to office in Point Reyes Station weekly, and as needed for site visits. Access to a vehicle preferred.

SALARY AND BENEFITS

Salary negotiable. \$85,000 – 95,000 plus benefits.

State of California Workers' Compensation Insurance, Social Security, 401K Retirement Package with 10% employer match. This position receives all Marin County holidays. The District provides paid vacation, sick leave, medical benefits (health, dental and vision), reimbursement for mileage to work-related site visits (IRS rate). Eligible for annual 3% raises and professional development stipend.

APPLICATION INFORMATION

Please submit a cover letter and resume to Darrylin Mollath at Darrylin@marinrcd.org with “Carbon Farming Program Manager” in the subject line. If you do not meet any of the qualifications above, we encourage you to still apply, and explain pertinent personal or professional experience in your cover letter. Be prepared to provide references and writing samples upon request.

This position will remain open until filled. To be considered with the first round of applications, please **submit materials no later than 5:00 PM Pacific Standard Time on May 20, 2022.** *Calls for interviews will occur by May 27, 2022. Interviews will be scheduled for the week of June 6, 2022. A final decision will be made by June 17, 2022, for a possible start date in June/July.*

The Marin RCD is an equal opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.