Position Description

POSITION TITLE: Nursery Director
STATUS: Full Time, Exempt
REPORTS TO: Executive Director
POSITIONS REPORTING TO THIS POSITION: Nursery Coordinator, Nursery Crew Lead
LOCATION: Yerington, NV

The Organization: The Walker Basin Conservancy (Conservancy) leads the effort to restore and maintain Walker Lake while protecting agricultural, environmental and recreational interests in the Walker Basin (www.walkerbasin.org). The Conservancy acquires water rights and ranches to increase freshwater flows to Walker Lake. We re-establish native plant communities on former agricultural fields, increase public access and recreation opportunities, and develop practical solutions to save Walker Lake.

From creating Nevada’s newest State Park (the Walker River State Recreation Area) to adding thousands of acres to Wildlife Management Areas, our work impacts thousands of community members, ranchers and recreationists every year. The Conservancy operates a nursery that produced more than 25,000 native plants in 2021 and produces native seed for conservation purposes on its properties. Our team comprises approximately 30 full-time employees and between 15 and 40 AmeriCorps Members given the season. We invite you to join us in our ambitious mission to restore Walker Lake.

The Conservancy has an inclusive, positive culture that values work-life balance and growth opportunities. Our generous benefits package further separates us from other non-profits and local employers.

The Opportunity: The Nursery Director leads, manages and advances the Conservancy’s Nursery Program, which provides locally adapted native plants both for the Conservancy’s restoration work as well as for sale to other entities. The Nursery Director oversees all nursery operations, including, but not limited to, plant propagation and management; personnel recruitment and supervision; funding acquisition; plant sales; and outreach.

In conjunction with the Field Operations Manager and Housing and Facilities Manager, the Nursery Director will maintain and repair Nursery Program facilities, equipment and vehicles. In addition, the Nursery Director assists with implementation of the Native Seed Initiative, developing and managing grass, forb and shrub seed production and management in the field, and assists, where appropriate, with the Stewardship Program.

The ideal candidate will possess ex situ and in situ plant management program administration, operations, maintenance and repair skills; knowledge of Great Basin native plants; high standards for personnel, vehicle, equipment and facilities management; the capacity to critically assess needs and challenges and develop timely solutions; and ability to advance the Nursery Program and Native Seed Initiative using adaptive management principles and by building partnerships with other entities. The successful candidate will be team-oriented and lead by example, a communicator and facilitator, as well as possess an interest in mentorship and teaching and be comfortable in the outdoors.

The Nursery and Native Seed Initiative serve critical roles as foundations of the Land Conservation Program, and the Nursery Director is an essential part of the Conservancy’s Land Conservation Team and its ability to restore Walker Lake and conserve the Walker Basin.

LOCATION: Yerington and Smith, Nevada are beautiful rural farming communities located approximately 95 miles south of Reno, NV in the foothills of the eastern Sierra Mountains. These are small and growing communities with Yerington having about 3,100 residents. Both were established in the mid-1800s, and have heritage and deep roots.
in agriculture, mining, railroads and gaming. Some of the nearby attractions, activities and recreational opportunities include:

- Camping, biking, hiking and backpacking
- Fishing, hunting, boating and OHV riding
- Flat- and white-water boating (1 hour away)
- Rock hounding and climbing
- Ghost town exploration
- Ski Resorts (1.5-2 hours away)
- Lake Tahoe (1.5 hours away)
- Lahontan Reservoir (30-45 minutes away)
- Walker Lake (45 minutes away)
- Topaz Reservoir (20-45 minutes away)

**ESSENTIAL FUNCTIONS**

**Nursery Program (80%)**

- Develop and implement best practices for efficient native plant production.
- With Executive Director and Board of Directors, develop and implement five-year nursery business plan.
- Oversee design and construction of nursery facility on Conservancy property.
- Serve on Leadership team and embody Walker Basin Conservancy core values and principles.
- Develop partnerships with land managers and other buyers of native plants.
- Coordinate with Stewardship Director and ensure that Conservancy orders for native plants are fulfilled timely and cost-effectively.
- Continuously improve business processes and record keeping to meet developing needs and increase efficiency.
- Develop and evaluate enhanced seed and plant management and propagation techniques
- Maintain and repair Nursery Program vehicles, equipment (e.g., soil mixers) and facilities (e.g., irrigation, lighting, structures) in-house, as able, and coordinate more difficult maintenance and repairs with professional contractors
- Supervise and lead a team of staff members and including AmeriCorps and volunteers. Recruit, develop, and mentor staff.
- Contribute nursery-specific information to grant writing and funding acquisition efforts.
- Establish and administer wholesale and retail plant and contribute to seed sales.
- With Executive Director and Community Engagement Manager, develop and deliver Nursery outreach and marketing programs.

**Native Seed Initiative (15%)**

- Develop, manage and advance, with other Directors, the Native Seed Initiative, including developing and administering strategic/business plan, budget and personnel.
- Develop and evaluate enhanced seed and plant management and propagation techniques.
- Data management (e.g., seed and plant acquisition and production costs, productivity and success)
- Supervise and lead a team of staff members and including AmeriCorps and volunteers. Recruit, develop, and mentor staff.
- Contribute nursery-specific information to grant writing and funding acquisition efforts.
Other Functions (5%)

- Assist with all aspects of successful Nursery program
- Identify native and non-native flora of Nevada
- Develop a deep working knowledge of all Nursery and Native Seed Initiative vehicles, equipment and facilities/fields and Conservancy partners
- Assist other Directors in training employees and AmeriCorps members
- Other duties as assigned by the Walker Basin Conservancy

Preferred Qualifications

- Strong leadership, management, and organizational skills.
- Demonstrated success in leading plant production efforts, preferably in a greenhouse setting.
- Knowledge of and experience with natural resources stewardship, nursery operations, horticulture, plant propagation and seed management
- Experience managing projects and people including planning, scheduling, contracting, budgeting, hiring, supervision and evaluation
- Able to think critically and creatively to develop solutions to complex nursery and facility operations problems
- Capacity to integrate adaptive management principles into programs
- Understanding of the ecological and cultural communities of the Great Basin
- Public speaking capabilities
- Excellent written and oral communication skills
- Ability to work both independently and as a part of a team to accomplish tasks
- Clean driving record and a NV State driver's license, or ability to obtain within 1 month of hire

Physical and Mental/Intellectual Requirements

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.
Salary & Benefits

A salary range $70,000 to $100,000 annually, based on the level of experience. Additional performance-based compensation available.

The Conservancy has a generous compensation package for this position commensurate with experience. Additionally, the Conservancy provides an excellent employee benefits package which includes:

- Employer paid health, dental and vision plans for employee (worth over $5,200 annually);
- Retirement 403(b) plan including a Conservancy contribution equal to 6% of your salary ($1,996 to $2,745 annually);
- Life insurance plan for employee (pays up to 1x employee’s yearly salary to beneficiary)
- 120 hours of annual paid vacation, increasing to 160 hours after first year, 16 hours of annual personal leave, and 60 hours of annual sick leave;
- Paid holiday week between Christmas and New Year's in addition to 12 paid holidays during the year.
- Health and wellness subsidy of up to $300 annually.
- Access to outdoor industry pro-deals.
- Employer paid professional development.

Position will remain open until filled. Only top candidates will be contacted.

Please send cover letter and resume to:
Amy Gladding
amy.gladding@walkerbasin.org
Subject Line: Nursery Director

Please call (775) 463-9887 ext. 116 with questions.

Walker Basin Conservancy is an equal opportunity employer.

Equal Opportunity Statement – Walker Basin Conservancy is an equal opportunity employer. WBC does not discriminate against any employee, applicant, director, officer, contractor, or any other person with whom it deals because of race, creed, color, disability, age, sex, veteran status, religion or political affiliation. WBC complies with all federal and local statutes prohibiting discrimination in employment.

Reasonable accommodations may be provided for qualified individuals with a disability.

Disclaimer - The statements contained herein are intended to describe the general nature and level of work to be performed by the employees in these positions. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in each position. Other responsibilities, duties, and skills may be assigned and management retains the right to add or change the responsibilities, duties, and skills at any time.