ORGANIZATION
The Wildlands Conservancy is a private nonprofit public benefit organization dedicated to preserve the beauty and biodiversity of the earth and to provide programs so that children may know the wonder and joy of nature.

THE LOCATION
Newly Acquired Rana Creek Ranch, 14,100-acre Preserve located in Carmel Valley, CA.

POSITION SUMMARY
The Preserve Manager assists the Regional Director with the overall management needed to manage the Rana Creek Ranch. Performs public contact, conservation advocacy, and outreach. Actively represents and promotes Wildland’s mission and interests through involvement with visitors, residents, and community groups, governmental and business entities in the Carmel Valley area.

Ensures compliance requirements are met and takes the lead on special projects as assigned by the Regional Director.

This role requires working outdoors in all weather conditions. The work involves the routine exercise of discretion, planning, and negotiation, including contributing to Wildlands management policies and improving general operations. Being proactive, organized, communicative, and taking personal accountability for the projects assigned are essential for the success of this position. Reports directly to the Central Valley Regional Director. Direct Report for the Facilities and Maintenance Manager, and future Preserve Staff.

ONSITE RESIDENT REQUIREMENT
Part of employment includes living onsite in Wildlands-provided housing per the requirements of the Housing MOU. Serving as a security presence on the property, responding as needed to emergencies, trespassers & other circumstances that may arise.

ESSENTIAL FUNCTIONS
Must be comfortable living on the property with limited oversight and staff support.

Assists Regional Director in developing preserve management plan, comprehensive work plan, schedules, scopes of work, contracts, tracking budgets, monitoring contractor/consultant work progress, and ensuring quality control of work products.

Documents rare or endangered species. Works with Regional Director to establish best management practices for habitat restoration programs, invasive species management and removal, such as herbicide treatment methods. Conducts, leads, and supports landscape-scale restoration projects and weed eradication in consideration of the biological resources.

Manages natural and cultural resources on the property.

Oversees the use of Preserve by individuals and groups; ensures compliance with management policies, conservation goals, and access procedures; provides protection and security to the land and its resources. Engages parties to learn more and sign up for the Behold the Beauty Association.

Responsible for ensuring best management practices for livestock grazing on the Preserve. Communicates regularly with livestock lessee; maintains recordkeeping of pasture rotation, livestock inventory, bookkeeping, and other related tasks.

Manages, conducts, and assists with maintenance tasks, compliance, and improvements. Works with Wildlands design team to develop additional public access amenities. Performs trail building and maintenance; signage and boundary posting; building and facilities maintenance; equipment/vehicle inspection and maintenance, etc.
Ensures road and trail safety inspections occur on a frequent basis. Takes the lead with emergency scenarios and on-site accidents. Prepares necessary written reports.

Ensures that a regular cleaning and maintenance schedule of the conference center, barn, shops, and other structures occurs; performs litter removal. Follows up with staff and contractors to ensure they understand directives from Executive Director, Executive Management, and Regional Director. Follow up properly and accomplish assigned tasks on a timely basis.

Ensures expenditures are within budget. Approves employee expenditures including Wildlands credit and fuel accounts.

Takes an active role in accomplishing staff results by communicating job expectations; planning, monitoring, and appraising job results; positive coaching, mentoring, and counseling employees; enforcing systems, policies, procedures, and productivity standards. Approves time cards, time off requests, and staff scheduling.

Works with the Regional Director and Human Resources department in the recruitment process of new staff, orienting and training employees, maintaining a safe, secure, and legal work environment, and developing personal growth opportunities.

In conjunction with the Regional Director, responsible for securing appropriate state, county, and local permits (e.g., Hazardous Materials, well repairs & inspections, & other permits relevant to the Preserve), funds, and partners to implement projects. Prepares, presents, and maintains record-keeping associated with all components of environmental permit compliance. Assessing environmental impacts and ensuring CEQA/NEPA compliance with Preserve activities.

Promotes safety awareness among the staff; updates safety procedures, conducts training sessions, performs periodic inspections, and maintains necessary records in compliance with Cal/OSHA and Wildlands safety protocols.

Creates and organizes volunteer efforts for studies, wildlife inventories, surveys, trail maintenance, and restoration efforts, and recreational enhancements on the Preserve.

Demonstrates good people and communication skills, works cooperatively with others, and effectively deals with difficult behavior or confrontational situations.

Utilize GIS to conduct resource assessments, impact analysis, and prepare reports/permits. Sets up studies for restoration and baseline monitoring projects per direction from the Regional Director. Collects field data with GPS unit and conducts analysis with GIS as needed. Familiarity with ArcGIS Pro, ArcGIS Online, and other Esri platforms is highly desired.

Oversight of statistical research and record-keeping, data updating and input, grant seeking, interested parties correspondence, and project completion.

Occasional public speaking engagements, or event attendance representing The Wildlands Conservancy.

Performs other duties relating to management and land stewardship.

**QUALIFICATIONS**

- Two years of previous management experience.
- The ability to reside in Wildlands provided housing.
- Bachelor’s Degree in one of the following fields: Forestry, Biology, Environmental Science, Biology, Land/Resource Management.
- Ability to operate a motor vehicle, valid California Driver’s License, and ability to be insured under Wildlands auto policy.
- Pass Live Scan criminal history background check, drug screen, and physical (post-job offer).

**COMPETENCY REQUIREMENT**

- Effective management techniques, including effective use of leadership and decision-making.
- Knowledge of applicable laws pertaining to wage and hour, and other county, state, and federal regulations. Ability to learn Wildlands personnel policies within 60 days.
- Excellent communication skills, and the ability to handle difficult behavior effectively and with discretion.
- Proficient in computer applications; online timekeeping system, e-mail, and Google Workplace.
• Knowledge of endangered species and habitats of the region.
• Grounds equipment operation and maintenance procedures.
• Water and irrigation system maintenance procedures.
• Principles of ecology, plant taxonomy, natural history, and habitat restoration.

PHYSICAL DEMANDS
• Competently and safely operate 4X4 vehicles in extreme road conditions.
• Perform work outdoors in all weather conditions and a variety of altitudes.
• Hike a minimum of six miles in uneven terrain in all weather conditions.
• Perform routine walking, standing, sitting, reaching, bending, kneeling, speaking, hearing, seeing, and operating a motor vehicle; perform standard office functions such as filing, typing, learning, photocopying, scanning, speaking on the radio, telephone, and in person. Lift, carry, pull and push a minimum of 50 pounds.

DIRECT REPORT
Central Valley Regional Director

SALARY & CLASSIFICATION
Starting pay is $27.00 - $29.00 per hour based on experience, non-exempt, full-time, 40 hours per week (five 8-hour shifts) with full-time benefits package which includes employee assistance program (EAP), medical, dental, vision, 401(k), flexible spending account, voluntary life & AD&D insurance, paid vacation, sick, bereavement, jury duty, and holiday time. In accordance with California’s pay transparency requirements, the pay scale for the position is $27.00 - $31.25 an hour.

EQUAL OPPORTUNITY EMPLOYMENT
The Wildlands Conservancy is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on an individual’s race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship (including those who hold a driver’s license granted under vehicle code 12801.9), physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws. We are dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

AT-WILL EMPLOYMENT
This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Employment with The Wildlands Conservancy is on an “at-will” basis. This means employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect an employee’s right to leave Wildlands at any time, with or without notice and with or without cause. Additionally, the terms of employment at TWC, including but not limited to, promotion, demotion, discipline, transfer, compensation, benefits, duties, and location of work may be changed by Wildlands at any time, with or without notice, and for any or for no reason.

Nothing in this document should be understood as creating a contract, guaranteed or continued employment, a right to termination only “for cause,” or any other guarantee of continued benefits or employment.

HOW TO APPLY
To be considered for this position email your cover letter expressing why you make the ideal candidate along with your resume to jobs@wildlandsconservancy.org. Position open until filled.