



Position Description Natural Resource Conservation Program Manager (NRCPM)

Employee Name: Michael Ahr
Reports to: Executive Director
Supervises: 2 full-time, non-exempt staff
Employment Status: At-Will; Exempt; Salaried
Salary: **
FTE: 1.0

POSITION DESCRIPTION

General Position Summary

Managing the Natural Resource Conservation Program includes oversight in three areas: programmatic vision, day-to-day workflow/ supervision of Conservation Program staff, and coordination of designated conservation programs.

Working with the Executive Director, the NRCPM sets and evaluates short- and long-term conservation goals and objectives that are consistent with the BSWCD mission. The NRCPM provides programmatic direction, support, resources, and supervision for 2 full time Conservation Program staff who manage various conservation programs. Day-to-day operational oversight includes ensuring work/deliverables are completed on time and within budget; reviewing staff workloads and providing guidance so work plans are reasonable and clearly prioritized; administering the budget for designated conservation programs; and responding to the needs of constituents and Conservation Program partners, including collaboration with watershed councils operating within Benton County.

Essential Functions (*% are estimates to demonstrate general distribution of work and may be adjusted during annual reviews; may vary according to project deadlines, etc.*)

Conservation Program Oversight (70%)

Some District conservation programs are managed by Resource Conservationist staff that the NRCPM supervises. Examples of these programs include the Conservation Reserve Enhancement Program (CREP), Conservation Incentive Program (CIP), Soil Quality Program (SQP), OWEB Small Grants and NRCS Technical Assistance Grants, Oregon Department of Agriculture (ODA) Focus Area, and ODA Strategic Implementation Area. Other conservation programs will be coordinated directly by the NRCPM (Willamette Mainstem Cooperative and Invasive Species Program).

- Develop, manage, and evaluate programs designed to promote the District's conservation goals, including processes to ensure that District resources are utilized responsibly and efficiently.

- Participate in Conservation Program fundraising efforts, primarily through writing and submitting grant proposals, and reviewing Conservation Program staff proposals prior to submission; develop project concepts; prepare budgets; create realistic timelines; submit interim and final reports; and cultivate positive relationships with funders. Ensure these tasks are successfully carried out by Conservation Program staff.
- Create and oversee the Conservation Program budget, track financial status of individual projects/ programs, and forecast income and expenses to create financial stability within the program.
- Develop positive relationships and partnerships with local, state, and federal agencies; collaborate with four watershed councils that serve Benton County (Calapooia, Long Tom, Luckiamute, Marys River); Coordinate funding proposals and action plans with regional partners for conservation priorities
- Promote the role of BSWCD in the community; represent the interests of BSWCD at meetings, events, and on committees.
- Develop RFPs and manage/review Contracts, IGAs, MOUs, and other Agreements.

Coordinate Willamette Mainstem Cooperative (WMC)

- Coordinate and support stewardship activities along the mainstem Willamette River; engage and collaborate with partners to identify and address local natural resource concerns.
- Engage partners in assessment, interpretation, prioritization, implementation, and coordination of strategies that improve habitat and water quality on the mainstem Willamette River in our region (watershed councils, USGS, Bonneville Environmental Foundation, Oregon State University, Portland State University, Willamette Riverkeeper, OR State Parks, ODFW, etc.).
- Submit funding proposals and administer grants to achieve program objectives.

Coordinate Invasive Species Program (ISP)

- Coordinate Benton County Cooperative Weed Management Area (CWMA).
- Serve as the representative for Designated Weed Entity for Benton County.
- Provide technical assistance and outreach to local landowners and other partners to identify and address invasive species in Benton County.

Supervise Conservation Program staff (20%)

This position supervises 2 full-time, non-exempt Conservation Program staff. As coordinator of the WMC and ISP, this position may also be responsible for recruiting, training, assigning work to, scheduling, and overseeing volunteers, students, interns, and consultants/contractors.

- Work with Conservation Program staff to develop employee work plans, set measurable goals, prioritize tasks, annually review/update objectives, evaluate/improve conservation outcomes, and discuss professional goals that identify opportunities to further enhance appropriate skillsets of staff.
- Ensure supervised employees comply with Employee Handbook and follow all District policies and procedures.
- Complete annual performance evaluations for supervised employees; schedule and hold check-ins throughout the year; encourage teamwork.
- Evaluate need for new Conservation Program positions; create and update Conservation Program job descriptions; review applications, and coordinate/conduct job interviews. Make

recommendations to Executive Director for new employee hires, corrective action of supervised employees, and employee separation from service if/when necessary.

Organizational Support (10%)

- Participate in staff and board meetings; review/submit monthly staff reports and timesheets; participate in District-sponsored activities as designated.
- Support planning processes as needed, including Annual Budget, Annual Work Plan, and five-year Strategic Plan.
- Support diversity, equity, inclusion, and justice (DEIJ) work of BSWCD; actively work to build trust and partnerships with underserved communities and those facing disparities.
- Pursue career development opportunities related to District work; stay current on natural resource conservation science and DEIJ topics.

Work Relationships

- Maintain strong collaborative and supportive work relationships with diverse BSWCD staff and board members.
- Facilitate inclusive community partnerships by attending meetings, networking, public event planning, and conducting outreach.
- Develop and maintain cooperative relationships with local, state, and federal agencies, tribes, non-governmental organizations, non-profits, volunteers, and diverse local residents to develop accessible projects and opportunities.

Diversity, Equity, and Inclusion (DEI)

The District's goal is to dismantle systemic barriers and operate based on the principles of DEI. To that end, this position requires:

- Knowledge/interest in, and commitment to working in a diverse and inclusive environment that places a high value on equity.
- Participation in creating and promoting a workplace culture of collaboration, awareness, innovation, accountability, compassion, and respect.
- Excellent interpersonal skills and ability to establish effective working relationships in a multicultural, gender-diverse, and multiethnic environment.
- Engagement in diversity, equity, inclusion, and justice training with workgroup participation as needed.

Working Conditions and Physical Demands

This position requires work out-of-doors. Must be able to work in a variety of outdoor environments, sometimes in adverse conditions. Must be able to carry equipment and supplies and set up tables and displays at various events. This position requires travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office; working hours may include evenings and weekends. Travel for training may be outside the normal workday and may be up to one week.

Office work is required and includes working at a desk, using a computer, and standing at a table. Dexterity and hand-eye coordination are required. Must have the ability to lift and carry 25 pounds.

Minimum Qualifications

- Bachelor's Degree in natural resource management, biology, botany, agriculture, ecology, or related field
- 5 years of experience working for a natural resources agency, organization, or business
- Any equivalent combination of education and experience that prepares the applicant to successfully perform the duties and responsibilities of the position will be considered.
- At least 3 years of project management experience
- At least 1 year supervisory experience of full-time staff (interns, volunteers, and temporary employees not included); or documented participation in recent supervisory training courses.
- Computer proficiency in Microsoft Word, Excel, and PowerPoint. Experience in data management.
- Must have a current Oregon Driver's License, vehicle insurance, and access to a personal vehicle to use for work purposes.

Other Essential Knowledge, Skills, and Abilities

- Excellent verbal and written English communication skills
- Experience, knowledge, and interest in natural resources field work especially related to habitat restoration, aquatic ecosystems, and invasive species management; ability to identify invasive and native plants and animals (aquatic and terrestrial)
- Experience working with diverse community members and private landowners
- Excellent social skills including networking, teamwork, and the ability to establish and maintain good working relationships
- Grant writing/grant management experience including preparing and managing budgets
- Ability to make engaging presentations, maintain emotional control during difficult exchanges, and negotiate with others

Employee Signature

Date

Supervisor Signature

Date