



Coastal San Luis Resource Conservation District

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Coastal San Luis Resource Conservation Resource District

Executive Director

Job Announcement *Update Salary Range*

The Coastal San Luis Resource Conservation District (CSLRCD) is seeking a dynamic, professional Executive Director (ED) to join our natural resources team. The CSLRCD covers over 463,024 acres in the Central Coast watersheds from Morro Bay to the Santa Barbara county line. CSLRCD maintains two offices and employs eight full-time staff engaged in sustainable agriculture, water resources conservation, and restoring and conserving coastal and inland habitats and ecosystems. The ED leads the delivery of services as outlined by the District's Strategic Plan. This position requires the ability to effectively communicate the CSLRCD's goals, activities, roles, and responsibilities to other agencies, organizations, and individuals, as well as oversee administrative and budgetary functions. The CSLRCD works in collaboration with local, state and federal partners, including the USDA Natural Resources Conservation Service as well as nonprofits and stakeholder groups. Reporting to the CSLRCD's Board of Directors, the ED oversees District staff and consultants, project planning and implementation including securing funding sources which are primarily grant-based. The ED works collaboratively and serves as a role model for staff by supporting the mission, vision, and values of the CSLRCD. The CSLRCD offers a flexible work environment with interesting and challenging work that truly makes a difference in our community. Interested applicants, please visit the CSLRCD's website at www.coastalrcd.org for more information on the application process.

Job Description

The ED is the chief administrator of the CSLRCD, reporting to its Board of Directors (Board), and is responsible for securing funding and managing the District's business consistent with its strategic plan goals and objectives, policies and procedures established by the Board. The ED is responsible for the CSLRCD's administrative and budgetary functions. This includes program and project development, implementation and management of grants, and securing additional funds, which are primarily, but not exclusively, grant based. The ED works directly with the CSLRCD's federal, state, and local partners such as the USDA Natural Resources Conservation Service. This position requires the ability to work collaboratively with, and effectively communicate the CSLRCD's goals, activities, roles and responsibilities to other agencies, organization and individuals.

Primary Responsibilities:

Organizational Development and Planning

- Lead in the development, maintenance and updates of the District's strategic plan and annual work plan to be approved by the Board of Directors. Ensure consistent and timely progress towards achieving the goals of the plans.
- Work with Board of Directors to develop policies & procedures as required.
- Keep informed of local, state, and federal laws/regulations, ordinances, general plans and policies that affect conservation work within the District's service area.

Program Management and Development

- Oversee and provide leadership in program development and specific projects.
- Support staff in the preparation of contracts with funding sources, bid documents, contracts for contractor services and materials, memoranda of understanding and interagency agreements. Approve all contracts and agreements.
- Works with Board of Directors, staff and partners to develop new initiatives to support the strategic goals of the organization, the needs of its constituents, and leadership in local conservation issues.
- Identify obstacles and barriers to conservation programs and project, and works with the Board of Directors and partners to mitigate those issues.
- Model overall cultural leadership to create an organization with strong staff, retention and board satisfaction.

Fiscal and Administrative

- Administer and supervise all aspects of the District's office operations. This includes business and personnel files, insurance, updating of financial and personnel policies, record retention, coordination of monthly Board meetings, office space or capital equipment need, updates to the Board, and any other administrative activities pertaining to the operation of the District.
- Administer and supervise the preparation of annual budgets, timely revenue and expense reporting, cash flow, audits, or any other information required to keep the Board advised of the District's financial condition. Supervise any outside services as required.
- Develop, maintain and document an effective internal control system, including written accounting policies and procedures.
- Oversee fiscal operations to ensure that they conform to accounting policies and grantor requirements.
- Coordinate effort of fiscal and program staff to ensure compliance with grantor reporting requirements and deadlines.
- Work with Programs Manager to review project status, fiscal and program responsibilities, and assist with fiscal forecasting.
- Identify and pursue fund development to secure base funding sources consistent with the District's mission.
- Work with Programs Manager to identify, supervise, support and coordinate efforts with grant proposals and fee for service work.

Personnel and Board

- Supervise staff including developing job descriptions, recruiting, hiring, training, determining compensation, promotion, discipline and termination.
- Maintain transparent and effective communications with staff and serve as liaison between staff and Board.
- Provide general support to staff, including briefings as needed, staff meetings, and performance reviews.
- Propose personnel policy revisions and updates to Board to comply with all local, state and federal laws.

Compliance

- Ensure that governmental statutes, rules and regulations pertaining to or affecting District operations are followed.
- Coordinate with legal counsel and auditors as required.
- Interpret and make decisions in accordance with the Brown Act, Division 9 of the *Public Resources Codes*, Conflict of Interest requirements, and other laws, regulations, policies and procedures.
- Ensure compliance with local, state and federal requirements, such as: Ethic training, harassment prevention training, Form 700s, submission of annual audit to State Controller's Office (SCO), SCO annual report, compliance with Division 9 of the Public Resources Code, etc.

Community and Partner Relationships

- Serve as the primary spokesperson and public representative for the District through public interaction with the community and partners.
- Promote the District and successful projects implemented by the District within the community and with the media via press releases, website, newsletter and social media.
- Ensure effective communication to all stakeholders, including Board of Supervisors, members of the public, landowners and partners.

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 include other duties as required.

Experience and Qualifications:

- Bachelor of Science degree or equivalent in environmental, natural resources, agriculture or related areas.
- Leadership experience including demonstrated strength in leading, managing, and motivating staff in a positive, supportive, and inclusive team-based atmosphere.
- Experience leading organization(s) or programs, preferably of comparable size and complexity to the CSLRCD.
- Demonstrated strengths in strategic partnership development including initiating, cultivating, and maintaining durable and effective partnerships.
- Demonstrated skill in developing a financial strategy, and to develop and oversee a business plan and annual budgets.
- Demonstrated experience cultivating and maintaining a positive external image and relationships with key stakeholders and influencers.
- Excellent oral and written communications abilities including communicating 1:1, with internal teams, and with external partners.
- Experience in and understanding of today's natural resource conservation issues, programs, funding structures and trends.
- Interest in and commitment to the communities and natural environment in San Luis Obispo County.
- Experience coordinating and motivating a governance board and/or other leadership volunteers.

The Executive Director is a full-time, exempt status, regular position of the CSLRCD and assigned to the Morro Bay office. 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. CSLRCD's compensation package includes \$3.00/hour health stipend, generous paid-time off (in lieu of paid holidays), 3% contribution to a Simple IRA, sick leave (accrued at the rate of one day per month), and 40 hours of professional development. Salary dependent upon qualifications and commensurate with experience. Salary range \$85,000 to \$105,000.

To apply, please send cover letter, resume and 3 references to jcrabb@coastalrcd.org and include “Job Announcement” in the subject line. **Deadline for application is Friday, April 28, 2023.**

The position is open until filled.

CSLRCD is an equal opportunity employer.