



Cache Creek Conservancy

JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR

The Cache Creek Conservancy is a non-profit corporation, created in 1996, with the purpose of implementing riparian restoration projects, providing environmental education, holding conservation easements and managing lands for wildlife habitat. The Conservancy offices are located near Woodland, CA, and its area of operation is along lower Cache Creek in Yolo County.

The Executive Director oversees the entire Cache Creek Conservancy and the Cache Creek Nature Preserve operation. The Executive Director interacts with and supports the Board of Directors, supervises personnel, and manages the organization's day-to-day activities. The Executive Director implements the policies set forth by the Board of Directors, and moves the organization forward to achieve the mission, goals, and objectives of the Cache Creek Conservancy.

RESPONSIBILITIES:

The Executive Director serves at the pleasure of the Board of Directors (Board), and is accountable to the Board for the entire Cache Creek Conservancy and the Cache Creek Nature Preserve operation.

1. The Executive Director serves as staff support for the Board:
 - Prepares materials, information, and recommendations for regular and special Board meetings
 - Implements decisions made by the Board
 - Implements the Board's policies and Conservancy's strategic planning goals
 - Supports Board committees and utilizes Board members' individual skills and talents to the organization's advantage
 - Works collaboratively with Board members, staff, volunteers, landowners, Yolo County, and our partners, and friends

2. The Executive Director ensures the Conservancy's financial stability:
 - Develops, executes, and monitors annual budgets
 - Authorizes and monitors expenditures
 - Invests and monitors excess funds in accordance with Board investment policy
 - Identifies and implements fundraising activities

3. The Executive Director ensures adequate Conservancy funding through grants:
 - Identifies grant opportunities consistent with the Conservancy's mission
 - Prepares and submits grant applications

- Oversees grant-funded programs and projects
 - Complies with all grant reporting requirements
4. The Executive Director oversees the day-to-day administration, operation, and management of the Cache Creek Conservancy and the Cache Creek Nature Preserve:
 - Supervises and/or participates in Conservancy programs and projects such as education and outreach
 - Provides administrative oversight of legal, personnel, property, and risk management areas
 - Assures the good appearance and safety of all Nature Preserve public areas
 - Ensures the Nature Preserve grounds function as a nature preserve, develops use guidelines, and implements misuse responses
 - Maintains and improves the Nature Preserve habitat, including removal of non-native invasive species and restoration of native species
 5. The Executive Director manages and mentors a professional staff:
 - Ensures appropriate staff levels for Conservancy programs, Nature Preserve maintenance, public activities, and events
 - Assigns, delegates, and supervises daily staff activities
 - Works collaboratively with staff and volunteers to fulfill the Conservancy's mission and strategic plan
 - Continually assesses staff capability and capacity to perform assigned duties and conducts annual staff reviews
 - Recruits, hires, trains, and dismisses personnel as needed
 6. The Executive Director serves as the public face and voice of the organization and the Board:
 - Attends local and regional meetings with Conservancy partners such as the County of Yolo, stakeholders groups, and conservation organizations
 - Delivers presentations on Conservancy programs and activities as appropriate
 - Serves as the Board spokesperson when interacting with landowners, governmental representatives, organizational representatives, and other individuals and groups

REQUIRED/DESIRABLE QUALIFICATIONS:

1. Bachelor's degree (a minimum) in natural resource management, biological science, agriculture or related field, and/or administrative or business related field
2. Successful experience in a leadership position (preferably at the executive director or senior management level in the non-profit or governmental sector)
3. Experience working with a board of directors
4. Work experience in resource management or agricultural fields is desired, especially development and implementation experience with riparian restoration projects including knowledge of native plants and weed management techniques

5. Knowledge of land conservation techniques including conservation easements and mitigation banking
6. Strong social, verbal, and written communication skills in these areas:
 - Government and community groups
 - Public speaking
 - Grant writing
 - Contract development
 - Strategic plan development
 - Policy development

SALARY:

- \$67,000 to \$85,000 per year commensurate with qualifications and experience
- Health insurance
- Paid vacation and sick leave
- Paid holidays
- Optional 403b retirement account
- Use of personal vehicle is required with reimbursement at federal rate

HOW TO APPLY:

Interested candidates should mail or e-mail a cover letter and resume with three listed references to:

Lynnel Pollock, Executive Director
Cache Creek Conservancy
P.O. Box 8249
Woodland, CA 95776-8249
lpollock@cachecreekconservancy.org

Questions: Call 530 661-1070 or visit our website at www.cachecreekconservancy.org for additional information

APPLICATION DUE DATE: March 31, 2015