

CALIFORNIA BOTANIC GARDEN

1500 North College Avenue, Claremont, CA 91711-3157 · Phone 909-625-8767 · Fax 909-626-7670

www.calbg.org

TITLE: Restoration Manager
DEPARTMENT: Conservation Program
STATUS: Full Time, salaried
REPORTS TO: Director of Conservation Programs

Position Overview:

Working closely with the Director of Conservation Programs and other Conservation staff members, the Restoration Manager will oversee and manage on-the-ground restoration projects that promote habitat health and rare plant recovery. Major duties will include project management, staff, intern and volunteer supervision, oversight of field work including out-planting, maintenance, seed collection, seed cleaning, data collection and analysis, writing reports and assisting with grant proposals.

The Restoration Manager will assist the Director of Conservation Programs in developing budgets, project proposals, and manage contracts and grants including supervision of field work, data tracking writing reports and producing invoices. This position is responsible for meeting the deliverables outlined in contracts, grants and agreements for a variety of partners including government agencies, environmental consulting firms, non-governmental organizations, and academic institutions.

The Restoration Manager will work closely with project partners to maintain and develop working relationships with relevant stakeholders. This position plays a central role to advance the Garden's mission of conservation and restoration of California native plants and habitats and to promote the Garden as a leader in best practices in horticulture and restoration. This is a full-time (40 hours per week), based at California Botanic Garden and reports to the Director of Conservation Programs and works with the Biodiversity Science & Conservation team.

Duties and Responsibilities:

- Under cooperative agreements between California Botanic Garden and other agencies, direct and coordinate field-based restoration projects.
- In conjunction with the Director of Conservation Programs, prepare and adhere to an annual budget.
- Lead field work for out-planting, maintenance, data collection and seed collection.
- Train and supervise staff, students and volunteers, interns.
- Prepare written proposals and interface with stakeholders and partners to develop new projects to support habitat and rare plant restoration.
- Prepare quarterly and final reports for multiple projects.
- Responsible for record keeping and data management.
- Coordinates closely with seed program and nursery staff on restoration projects.

Qualifications:

- Master's Degree or equivalent experience in ecological restoration, environmental science, biology or related field.
- A working knowledge of basic taxonomic principles and characteristics of major plant families and California flora.
- Knowledge of restoration and seed conservation best practices.
- Experience in project management.
- Experience supervising staff and working with volunteers.
- Excellent organizational skills, accuracy in financial tracking and reporting.
- Familiarity with MS Office (Word, Excel, Powerpoint) required.
- Experience with GIS, Field Maps and other geospatial platforms.
- Valid driver's license.

Physical demands

- Ability to conduct fieldwork under a variety of environmental conditions (heat, cold, rain, etc.) is required.
- Ability to walk in uneven terrain through thick chaparral is required.
- Ability to lift 40 lbs is required.

Salary Range

\$69,000-\$73,000 commensurate with experience.

CalBG is committed to providing comprehensive benefits to eligible employees and their eligible dependents. Our benefits package includes competitive compensation, health, dental, and vision insurance, retirement savings plans, generous paid time off (vacation, holidays, sick time, bereavement, etc.) and more.

Qualified candidates please send cover letter and resume to:

Naomi Fraga, Director of Conservation Programs
nfraga@calbg.org