



Big Sur Land Trust is hiring a new Natural Resource Program Manager

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Big Sur Land Trust (BSLT) is seeking a full-time Natural Resource Program Manager (NRPM) to support the protection, enhancement, and restoration of natural resources on BSLT’s preserves and conservation easements, which are some of the most spectacular conserved landscapes of Monterey County. This is an opportunity to work with an extraordinary team that believes in nurturing talent and is committed to a supportive, respectful work environment for a diverse, professional staff.

BSLT’s Mission: BSLT is a non-profit organization with a mission to inspire love of land across generations, conservation of our unique Monterey County landscapes, and access to outdoor experiences for all. We see a future where natural landscapes, working lands, urban open spaces and healthy communities are cared for by people who share a love of nature and a deep appreciation for the richness of their diverse cultures.

The NRPM will work to help design and implement a portfolio of effective, efficient, and engaging projects that support ecological integrity, strengthen and build communities, and inspire a robust land stewardship ethic using a science-based, community-driven approach. The successful applicant will possess the technical, physical, and collaboration skill sets to achieve meaningful, tangible conservation outcomes on the ground both independently and in a team setting.

The stewardship program spans across 4,000+ acres of diverse land holdings including redwood and tanoak forests, coastal scrub, grasslands, riparian zones, oak woodlands, Monterey Bay dunes, working ranches, urban open space, and much more! We also monitor and promote sustainable stewardship on 35 conservation easements where we have partnered with private landowners to protect an additional 7,000 acres throughout Monterey County. The NRPM will seek to understand the ecological and cultural resources present and work to collaboratively monitor, manage, restore, and enhance those values.

Engaging in land stewardship is an exciting and dynamic process. It can also be challenging, requiring dedication, on-going learning and taking the long view so that people, wildlife, and plant communities thrive. A collaborative professional who seeks a participatory team environment and fast-paced, multi-faceted work will find this position rewarding.

Job Detail	
Job Title: Location: Exemption Status: FTE: Reports to: EEO:	Natural Resource Program Manager Monterey, CA Exempt 100% Stewardship Director (and Conservation Director for specific projects) The Big Sur Land Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetics
Job Duties	
General Description:	The NRPM primarily coordinates operations and performs supervisory duties for staff working in natural resources management within BSLT’s Stewardship Program and serves as a resource for topics related to natural area management and conservation science. Under the direction of the Stewardship Director, the NRPM will implement strategies and manage activities that promote more diverse, connected, resilient, and healthy lands and communities in Monterey County. This individual will be responsible for the implementation of a variety of programs and projects of which focal areas include ecology, habitat restoration, forestry, rangeland management, integrated pest management, wildlife biology, botany, environmental science, partner/community engagement, and related topics. This is primarily an office-based position but will require periods of significant field time and routine visits to BSLT preserves, some of which are in rugged terrain with challenging conditions.
Examples of Primary Duties:	Land Management & Resource Conservation <ul style="list-style-type: none"> Maintain regular communication and seek alignment with Stewardship Director & Conservation Director regarding management strategies, priorities, and tasks.

<p>Examples of Primary Duties (Continued):</p>	<ul style="list-style-type: none"> • Coordinate and guide team implementation of complex work plans and key projects relating to natural resource protection, ecosystem function, habitat restoration, forestry, rangeland management, integrated pest management, environmental impact mitigation, climate change adaptation, water conservation, and relevant capital improvements. • Organize the implementation of large restoration projects, including Carmel River Floodplain Restoration & Environmental Enhancement (CRFREE) and Carr Lake wetland restoration projects. • Perform duties in accordance with provided guidance and prioritization, best management practices, program goals, regulatory frameworks, BSLT policies and procedures, etc. • Support priority habitat monitoring, resource inventory, scientific research, and partner coordination to evaluate trends and work collaboratively to inform data-driven project design and improve adaptive management. • Investigate innovative tools, such as prescribed fire, healthy soils treatments, drone use, etc. to maintain a leadership edge. • Help address threats to vulnerable wildlife populations and manage for species habitat requirements.
	<p>Conservation Easement Stewardship</p> <ul style="list-style-type: none"> • Coordinate with staff the annual monitoring and reporting of all conservation easements and fee lands. Ensure compliance with Land Trust Alliance Standards and Practices. • Document easement violations or other issues in accordance with BSLT policy. Work with Stewardship Director to resolve issues. • Identify opportunities to protect, enhance or restore conservation values of easements through special projects and/or management improvements.
	<p>Team Support & Operations</p> <ul style="list-style-type: none"> • Supervise and mentor natural resource team to foster leadership, good communication, constructive feedback, safe practices, motivation, cohesion, and effectiveness. • Organize work plans, delegate tasks, schedule assignments, set standards, track progress, and evaluate performance. • Serve as a communication bridge between Stewardship Director and team members. • Monitor team capacity and balance work assignments across natural resource team. • Engage in collaborative strategizing and team meetings. • Represent BSLT at meetings with landowners, agencies, and partner groups, and in community and professional settings.
	<p>Inter-Departmental Collaboration</p> <ul style="list-style-type: none"> • Provide natural resource support for acquisitions of fee and easement lands, major conservation projects, mitigation project proposals, and community outreach opportunities. • Help identify private and public grants for project support, participate in special events, and embrace a culture of philanthropy. • Work with BSLT's Community Engagement Lead to organize volunteer projects, special events, research, internships, and other synergistic opportunities to build a community stewardship ethic. • Help create transparent work progress reports for Executive team and Board of Trustees. • Participate in cross-departmental collaboration, meetings, and special events to support and maintain alignment with other key initiatives of the mission and produce communications to share stewardship work.
	<p>Administrative Tasks</p> <ul style="list-style-type: none"> • Track progress of Annual Plan tasks and projects using the "Trello" project management tool. • Secure relevant permits, review environmental documents, ensure regulatory compliance, and generate agency/grant reports for program work. • Develop and process contracts. • Create maps using ArcPro, maintain BSLT GIS database, and ensure data integrity. • Organize paper and electronic files and maintain SharePoint databases. • Participate in the development of budgets and grant applications; monitor team expenditures for materials, equipment, supplies, labor, etc.; and review budget trends to ensure spending is efficient and in accordance with approved annual budget. • Respond to inquiries from the public or organizations on issues associated with assigned duties. • Provide reasonable, responsive support or other duties as needed.

Accountabilities

The NRPM is accountable for delivering the following results:

- Efficient and effective implementation of natural resource programs accomplished according to BSLT goals and Land Trust Alliance Standards & Practices.
- Team operations support and management.
- Recommendations for improvement of strategies, partnerships, and funding sources to support project outcomes.
- Relationship building with staff, donors, volunteers, and partners.
- High level of professionalism, ethics, and integrity in all pursuits.
- Delivery of professional presentations, planning documents, and communications.

Qualifications

Knowledge and Skills	<p>The successful candidate will possess any combination of the education, training, and work experience that provides the required knowledge and skills. Typical qualifying education and experience might include:</p> <ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience in conservation, natural resource management, or related field. • Proven experience managing a team. <p>Knowledge of:</p> <ul style="list-style-type: none"> • Current principles, practices, and trends in conservation, land management, habitat restoration, and natural resource conservation. • Central California Coast ecology, plant assemblages, invasive weed species, wildlife biology, relevant natural resource issues, etc. <p>Skills in:</p> <ul style="list-style-type: none"> • Project management of multiple complex projects with deadlines. • Team leadership with strong interpersonal and leadership abilities. • Problem-solving, alternatives analysis, and collective brainstorming. • Written and verbal communication with demonstrated public speaking and presentation experience. • Research, collection, compilation, analysis, interpretation, and reporting of technical field data. • ArcGIS skills and database management. • Contract development and management.
Physical/ Mental Work Demands:	<ul style="list-style-type: none"> • Ability to hike, work safely and exercise good judgement outdoors under physical strain on difficult terrain in a variety of environmental conditions, including lifting/carrying up to 50 lbs. Poison oak, insects, reptiles, and other natural elements are regularly encountered at properties and easements. • Must have valid driver's license and safe driving record. Ability to operate four-wheel drive vehicles over rough terrain is preferred. Work truck provided for work-related activities. • This position requires occasional evening or weekend work and rare overnight travel out of town.

Compensation & Benefits: The annual salary range is \$70K - \$80K, depending on experience and qualifications. BSLT offers a competitive benefits package including extensive health plan, which includes medical, dental, and vision coverage and life insurance; contributions to a 403(b); and paid holiday, vacation, and sick leave.

How to Apply: The following three items are required to be considered for the position:

1. Your resume
2. Contact information for three work-related references.
3. A letter of interest that addresses qualification requirements, notes availability to start, and answers the Supplemental Questions below:
 - a. Why do you want to work for BSLT and what strengths do you bring to the position that will help BSLT achieve its mission?
 - b. Please describe your personal leadership style and how you would approach goal setting for the natural resource team.

Please E-mail completed application to employment@bigsurlandtrust.org. Incomplete or unqualified applications will not be considered for the position. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for interviews. No calls, please. **The position is available immediately and will remain open until filled.** For more information about BSLT, please visit www.bigsurlandtrust.org