



Lake County Resource Conservation District
889 Lakeport Blvd. – Lakeport, CA 95453
Phone (707) 263 4180
E-mail info@lakercd.org

Harry Lyons
President

Lake County Resource Conservation District and Lake County Fire Safe Council Executive Director - Position Description 2024

Organizational Background

The Lake County Resource Conservation District (LCRCD) is dedicated to the locally-led, long term sustainable conservation and stewardship of natural resources and agriculture in Lake County, California. The Lake County Fire Safe Council (LCFSC) is a subsidiary of the LCRCD, with a mission to empower Lake County residents and businesses with the information, knowledge, and support to protect their family and property from wildfire. LCRCD is a non-regulatory, Special District of the State of California that provides conservation assistance to private landowners across Lake County. Originally formed by Congress for soil conservation, the expanded mandate today includes forest and watershed health, fish and wildlife habitat enhancement and restoration, invasive species management, conservation planning, and education. RCDs combine the accountability and transparency of a public agency with the flexibility and non-regulatory approach of a non-profit organization. This nimbleness allows RCDs to adapt to the ever-changing needs of our communities, build trusted relationships, and act as the crucial bridge that connects individuals with state and federal partners and programs. Both the LCRCD and LCFSC works collaboratively with the Lake County governmental bodies, State and Federal agencies, and non-governmental organizations. Be part of a growing team to build environmental stewardship programs for Lake County.

Primary Function

The Executive Director is responsible for leadership and management of LCRCD and LCFSC operations, championing the core mission and goals of the organizations. Key program elements are organizational development, operations, funding, education/outreach, program planning, and program implementation. The Executive Director reports to the Lake County RCD Board of Directors. The LCRCD currently has 8 part-time employees that the Executive Director will supervise.

Position Summary

The Executive Director will be passionate about natural resource conservation, rural land use, agriculture, forest health, and fire resiliency. The Executive Director will have the skills to inspire, motivate, and align the staff and board toward common goals and strategies in fulfillment of the District's mission and long-range plan. The Executive Director will be responsible for representation of the District, conservation programs, organizational development, personnel, fiscal management, and support board development and function. The Executive Director is awarded the flexibility to direct and evolve the organization in a manner they see best for meeting the LCRCD mission and vision, serving the conservation needs of the County, and striving to achieve relevancy, excellence and visibility.

The Executive Director has the following responsibilities:

ORGANIZATIONAL DEVELOPMENT AND MANAGEMENT

Collaborate with the board, staff, and outside partners, as appropriate, to develop, update, and maintain accountability for implementation of the District's Long Range Plan, annual work plans, and performance measures. Work with staff to propose and formulate policy, strategic plans, and other solutions to address local conservation challenges. Identify ways to strengthen organizational capacity and effectiveness.

OPERATIONS

Execute operational, administrative, and financial functions to ensure compliance with all requirements and fulfill the missions of the LCRCDD and LCFSC. Oversee development of annual budgets for District operations in collaboration with the staff and Board Treasurer. Work with staff to ensure that the district is fiscally responsible, compliant with Federal, State, and Local laws.

PERSONNEL MANAGEMENT

Supervise, manage, and motivate staff members. Keep staff informed, give timely and specific feedback regarding job performance including annual performance reviews, ensure training needs are met, and hold staff accountable. Oversee recruitment, selection, and orientation of new staff, with implementation by or support from other staff. Maintain a safe, positive, and collaborative work environment while fostering a culture of mutual respect and support. Promote and exemplify work-life balance, and encourage diversity and acceptance.

LAKE COUNTY FIRE SAFE COUNCIL (LCFSC)

Support LCFSC staff to participate in the various local and county-wide efforts to build wildfire community and landscape resiliency. Responsibilities include supporting new and existing LCFSC staff with planning, coordinating and implementing activities, programs, and resources as indicated in the Lake County 2023 Community Wildfire Protection Plan (CWPP). Ensure successful facilitation and development of programs and management of the existing grants and projects under the LCFSC.

EDUCATION/OUTREACH

Lead the LCRCDD in increasing Lake County community awareness of the District's value and contributions to the environment and residents. Oversee and support LCFSC staff's coordination of educational material development and distribution, and outreach programs.

PROGRAM PLANNING

The LCRCDD has existing conservation projects, an expanding Forest Health program, and a burgeoning agricultural program. The Executive Director will work with program staff and the Board of Directors to grow and develop fully fledged and cohesive programs to serve the conservation needs of the County.

PROJECT IMPLEMENTATION

Work with the staff to ensure successful execution of contracts, grants, and projects for the LCRCDD's four major programs in the health of watersheds, forests, agriculture, and fire preparedness/resiliency. Oversee grant management, tracking, and reporting on required deliverables.

FUND DEVELOPMENT

Develop resources sufficient to ensure the long-term financial health of the LCRCO. Strategize, develop, and pursue grant funding for projects in prioritized areas in concert with organizational development and program planning. Collaborate with project partners to promote grant-funded programs through active research, writing, and submission of proposals for Federal, State, and County government opportunities, and private and public foundation support.

COUNTY COLLABORATION

LCRCO has a variety of contracts with the County of Lake, including direct support for the Lake County Community Risk Reduction Authority (RRA). The ED should provide leadership to ensure all contract deliverables are met with high standards of quality and timeliness. The ED should strive to deepen this partnership and demonstrate the LCRCO and LCFSC are reliable partners.

SKILLS AND QUALIFICATIONS

REQUIRED QUALIFICATIONS

- Motivated self-starter passionate about the mission of the LCRCO and LCFSC
- Experience in natural resources management, conservation agriculture, fire management, or related field and/or college degree in associated field of study.
- At least 5-7 years' experience in managing programs and operations in a nonprofit agency
- At least 3 years' experience managing, supervising, and team-building a small staff and volunteers.
- Leadership skills including negotiation, adaptability, creativity, decision-making, and empowerment
- Demonstrated ability to manage programs and operations in a nonprofit and/or special district agency
- Thorough knowledge of policies, programs, and procedures in public-benefit corporate management, staff and volunteer management, resource development, asset management, and funding strategies
- Outstanding interpersonal skills with the ability to establish and maintain effective working relationships with the Board of Supervisors, the Board of Directors, staff, community groups, government agencies, and nonprofits
- Demonstrated ability to work productively with a variety of people and groups with varying and disparate interests
- Proven success for fundraising and grant writing
- Proficiency in a variety of workplace software programs, including Microsoft Suite, Google Workspace, Zoom.
- Experience in clear and effective public speaking and presentations
- Ability to attend occasional evening and weekend community meetings and events virtually and in-person.
- Ability to mentor and delegate to staff
- Integrity, both personally and professionally

PREFERRED QUALIFICATIONS

- College degree in associated field of study preferred.
- Experience as a Director or other comparable leadership role in a non-profit
- Experience working with low-income and under-resourced communities
- Experience integrating equity, inclusion, diversity, and justice into programmatic work and organizational systems

- Experience building a small organization
- Experience developing and supporting a Board of Directors

BENEFITS

- This is a non-exempt, full-time position (32-40 hours/week), at a pay rate of \$45-\$50/hour. Benefits include \$500 monthly Health Insurance stipend, and 24 hours of sick leave.
- After an initial three-month probationary period, benefits will include 12 Paid holidays, plus up to 160 hours vacation and sick leave, accrual based on hours worked.
- This position is fully-funded for one-year, continued employment is dependent on additional grant and contract income.

LOCATION

Remote work with regular attendance to monthly in-person meetings in Lake County, such as the LCRCB Board Meetings.

APPLICATION INSTRUCTIONS

Please submit a cover letter and resume to lakecountyrctjobs@gmail.com with the subject "Executive Director Application". Applications will be accepted until the position is filled.

The RCD is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.