

Program Manager – California Trout Sierra Region Office

Position Summary: The Program Manager position is a full-time conservation position in California Trout's regional office in Mammoth Lakes, California. California Trout (CalTrout) is an environmental nonprofit organization, based in San Francisco with seven regional offices state-wide, whose mission is to protect and restore wild trout, steelhead, salmon and their waters throughout California. The Program Manager will report to CalTrout's South Coast and Sierra Regional Director, and will implement existing and new initiatives in CalTrout's Strategic Plan, and lead multiple projects concurrently. This position offers an exciting opportunity to lead regional efforts to restore and ensure the health and vitality of Sierra Nevada headwaters and their aquatic ecosystems, and downstream communities through strong project management skills, project leadership, progressive research, policy and restoration actions. The successful candidate will work with regional partners, seek funding for and implement environmental projects, perform project management, promote public outreach, and effectively communicate Sierra regional goals, strategies and successes to a broad audience.

Job Description: The Program Manager is responsible for developing, managing and reporting on a suite of high impact programs that implement CalTrout's Strategic Plan for the Sierra Region. The successful candidate will have over 5 years of experience in directly managing forest, meadow, and stream restoration projects on federal, state, and private lands throughout the region. The candidate should have demonstrated skills including: partnership coordination; developing RFPs, finalizing, and executing subcontracts; subcontractor supervision; writing successful grant proposals for >250K, setting up and maintaining financial accounts; reviewing and approving subcontractor invoices; processing payments; conducting site visits for contractors, donors and stakeholders; preparing quarterly and annual technical reports; leading stakeholder meetings; writing guidance documents for air and water resource management.

The Program Manager will lead in-stream restoration programs that improve trout habitat; implement science-based initiatives that promote productive meadows and streams, fill knowledge gaps on salmonid biology; and contribute innovative solutions to environmental issues that benefit fish, water and people. To achieve these objectives, the Program Manager plays a vital role in program design and setting goals and timelines, grant proposal writing and grant administration, budget tracking and reporting; and interfacing internally with CalTrout regional staff and externally with our partners. Successfully managing these programs ensures programs are achieving the desired impact.

California Trout is an Equal Opportunity Employer: Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and culture. Recruiting and mentoring staff to create an inclusive organization that reflects CalTrout's mission is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.

Primary Responsibilities

- **Program Leadership:** Lead Sierra projects that focus on WRAMP implementation, fuels reduction in partnership with Inyo National Forest and Mammoth Mountain Ski Area, Sequoia National Forest, meadows GHG methodology development, research and application of scientific principles to protect vulnerable native trout including California Golden Trout, Lahontan Cutthroat trout, Kern River Rainbow Trout, and their waters; and work with members to build long-term impact of the Sierra Meadows Partnership.
- **Fundraising:** Write successful grant proposals and perform grant management. Perform donor site visits, and provide marketing communications and social media posts on projects to CalTrout MarCom team.
- **Project management:** Effectively manage multiple projects running concurrently; lead and organize on-the ground restoration projects.
- **Supervisory:** Supervise Project Manager, Sierra fellow, Project Assistants as staffed
- **Budget management:** Keep gold-standard financial records in an audit-compatible format
- **Grant management:** Lead grant program administration meeting logistics, meetings agendas and summaries, responsiveness of field crews and engineering teams to timelines, budgets and deliverables.
- **Team Building:** Build inter-disciplinary teams of biologists, engineers and others to solve complex environmental challenges
- **Science and Innovation:** Consult with environmental professionals and resource managers to solve complex problems; write white papers and peer-review publications summarizing findings.
- **Reporting:** Create reports and high-quality presentations utilizing Excel and PowerPoint, WebEx; deliver presentations at professional conferences on Coalition work.
- **Community and Project Specific Document Review and Analysis:** Analyze and write comment letters in response to EIRs, legal documents, engineering basis of design reports.
- **Public Outreach:** Lead public outreach and engagement activities through presentations, media posts and volunteer opportunities.

Education and Experience

- A master's degree is preferred in environmental science, natural resources management, conservation biology, fisheries ecology, or related discipline; a bachelor's degree is acceptable with >7 years project management experience in environmental projects.
- Demonstrated leadership and supervisory experience, including ability to motivate, lead, set objectives, and manage performance and evaluations.
- Superior verbal and written communication skills, including the ability to articulate complex conservation issues and California Trout's mission and goals to a wide range of audiences.
- Demonstrated ability to perform strategic planning; experience designing, implementing and directing multiple complex projects, setting deadlines and ensuring program accountability and legal compliance.

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- Experience working with state/federal agencies and knowledge of government workings, and of federal and state laws that affect California's fisheries and watersheds
- Working knowledge of computers and software including MS Word, Excel, PowerPoint, Microsoft Project and/or GIS preferable.
- Experience with DEJI work is preferred.

Skills and Knowledge

- Strong project management skills;
- Professionalism and excellent communication skills;
- Strong writing and analytical skills; and ability to prioritize workload;
- Ability to implement strategic plans effectively; personal investment in fisheries restoration
- Advance a scientific basis for the Coalition; manage and analyze large amounts of information, typically technical or scientific in nature;
- Interdisciplinary team building skills; ability to work with multi-regional staff to integrate state-wide initiatives;
- Perform general computer skills and quickly learn and master computer programs, databases, and scientific applications;
- Self-starter with strong sense of ownership and involvement; ability to work independently;
- Excellent writing skills and demonstrated success in securing grant funding >1M award.

How to apply

- Email Cover Letter and Resume to Sandra Jacobson, Ph.D., Director - South Coast and Sierra Region, at sjacobson@caltrout.org. Applications should be received by 3/19/2021
- Salary is commensurate with experience and ranges between \$65,000 - \$70,000 per year with excellent benefits, and promotional opportunities in the Region.
- CalTrout strongly embraces diversity and inclusion principles throughout our organization. Our organization recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status. CalTrout seeks to be the place where a diverse mix of talented people want to come, to stay and do their best work.