



INLAND EMPIRE

RESOURCE CONSERVATION DISTRICT

Job Announcement: Sustainable Agriculture Lead

POSITION DESCRIPTION:

The Inland Empire Resource Conservation District (IERCD) is seeking a Sustainable Agriculture Lead position to support and expand IERCD's Sustainable Agriculture Programs through developing and maintaining strong partnerships with other agricultural organizations and leaders in the region; building internal team capacity; and understanding and ensuring major program and project deliverables are being planned for and implemented. Typical tasks include managing grant programs and ensuring grant deliverables are being met, researching grant opportunities and completing grant applications, identifying new partnerships and projects to continue expanding IERCD's agricultural program, supporting IERCD agricultural staff with project development and direction, and representing IERCD at various meetings and conferences about our work. The Sustainable Agriculture Lead reports to the IERCD Conservation Programs Manager within the Community Conservation Department.



The ideal candidate for this position is someone who has experience successfully managing programs and has excellent partnership development, project management, and communication skills. This position will be based in Redlands, CA with the ability to work remote as long as the applicant resides within driving distance to attend occasional meetings, site visits, and other in-person events.

ABOUT THE IERCD:

The Inland Empire Resource Conservation District (IERCD) is a local public agency, headquartered in the City of Redlands and providing conservation, wildland restoration, sustainable agriculture, forestry and fire prevention, and education programming to residents in southwestern San Bernardino and northwestern Riverside counties. Governed by a seven-member board of directors appointed by the County of San Bernardino Board of Supervisors in coordination with the Riverside County Board of Supervisors, the IERCD covers nearly 1,300 square miles of service area within which a range of biological features and cultural landmarks exist. Thirty biological, educational, project management, and administrative staff work to carry out the District's vision, both through IERCD-focused projects and in collaborating with a variety of federal, state, and local partners and individuals. IERCD works regularly with federal partner, the Natural Resources Conservation Service (NRCS), to collaborate on, identify, and respond effectively to natural resources needs in the community.

DUTIES AND RESPONSIBILITIES

Sustainable Agriculture Program Support

- Support project planning and implementation including managing grant programs, contracts, and developing project timelines and budgets
- Collaborate with regional partners and develop strong partnerships with key regional, state, and federal partners
- Represent IERCD at meetings related to sustainable agriculture programming and engage partners around IERCD programs and mission
- Stay well informed of emerging conservation and sustainable agriculture trends and opportunities for collaboration
- Identify and apply for additional sustainable agriculture grants to support the development of IERCD's sustainable agriculture program
- Work closely with field-based staff and the Conservation Programs Manager to ensure program goals and project needs are being met by field activities.
- Participate in and represent IERCD in large regional collaborations with RCDs and other partners

Program Administration

- Collect and manage data and documentation required for quarterly reporting for sustainable agriculture grants
- Support agriculture team staff on project development and implementation
- Set up systems with agriculture team staff to better track successes and metrics for reporting
- In coordination with Conservation Programs Manager, play an integral role in budgeting and risk management aspects of programming
- Contribute to outreach materials including press releases, social media, and website updates
- Assist with other projects as identified by Conservation Programs Manager

KEY CAPACITIES:

- Highly motivated, organized, and self-directing with the ability to prioritize workload
- Ability to collaborate on the planning and approach to a complex project, then execute tasks independently with minimal direction.
- Good listener and clear communicator with ability to maintain positive relationships with supervisors, peers, and partners
- Must maintain a professional approach to project work characterized by flexibility, positivity, and openness to feedback.

POSITION REQUIREMENTS:

- Knowledge of issues, project trends, and significant regional stakeholders in IERCD's service area and statewide – or willingness and ability to dive into IERCD's role and work within the sustainable ag landscape in the Inland Empire
- Ability to work collaboratively with Conservation Programs Manager and other IERCD staff to develop and lead new agricultural programs administered by the IERCD
- Experience and knowledge in accessing funding sources including contributing to grant research and development.

- Capacity to manage complex grants involving multiple timelines, deliverables, and subcontractors
- Ability to develop strong relationships with a variety of stakeholders including private landowners, nonprofit organizations, universities, and local, state, and federal agencies
- Strong written and verbal communication skills
- Effective public speaking skills
- Effective electronic and physical file/data management
- Be in possession of a current California Driver's License and auto insurance, as well as reliable transportation

Additional Desired Skills and Experience

- Experience facilitating collaboration at a regional scale
- Bilingual in Spanish preferred, but not required

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's degree in a conservation related field
- 2+ years of related job experience with project management, including components of community outreach, program development, and partnership development

If you do not meet the above qualifications but believe you are well suited to this position, we encourage you to apply and include your reasoning in your cover letter.

COMPENSATION:

The Sustainable Agriculture Lead position is a non-exempt position. The salary for this position will depend on experience, with no less than **\$72,400** annual compensation.

BENEFITS: Full time IERCD employees receive a health insurance stipend of \$887/month to cover insurance expenses and are enrolled in the CalPERS State Retirement Program. The benefit package also includes a \$50 monthly phone stipend, mileage stipend, 13 paid holidays, sick leave, and paid vacation after a 6-month probationary period. IERCD also offers flexible work scheduling and remote work option.

LOCATION: The IERCD is headquartered in Redlands, CA. Work from home is allowable for this position, however, a qualified candidate would need to be located in a community within driving distance from the Inland Empire for field visits and successful partner collaboration. Work hours are generally Monday-Thursday 7:00am – 5:30pm for a 4/10 schedule, but other schedules can be accommodated.

HOW TO APPLY

To apply, please submit resume, cover letter, and contact information of two professional references with "Sustainable Ag Lead Application" in the subject line to:

Jose Mora, Mitigation Programs Lead: jmora@iercd.org

Position is open until filled, however to be considered in the first round of application screening please submit by July 5th, 2024