



Cachuma Resource Conservation District

920 E. Stowell Rd. Santa Maria, CA 93454

Phone: (805) 868-4013

FOR IMMEDIATE RELEASE – JOB VACANCY ANNOUNCEMENT

The Cachuma Resource Conservation District (RCD) is seeking applications for a highly motivated, self-directed and enthusiastic Executive Director available to begin work in early July 2024. The Cachuma RCD is a multi-county RCD with its principal work area located on the Central Coast of California and includes the entirety of Santa Barbara County, and parts of San Luis Obispo and Kern Counties.

Position Summary

The Executive Director is the chief administrative officer responsible for managing and directing internal business operations of the District consistent with the strategic plan, goals and objectives, and policies and procedures established by the 9 Member Board of Directors. The Executive Director is an at-will position that reports directly to the Board and serves as the face of the District in its dealings with agricultural, regulatory and environmental communities and the public at large. The position requires strong agricultural knowledge, fund development and grant writing skills, self-direction, collaborative leadership, and problem solving abilities in order to effectively carry out the District's Mission. More info about Cachuma RCD can be found by visiting rcdsantabarbara.org, or if you have any questions, please email Anna Olsen at aolsen@rcdsantabarbara.org.

Mission and Founding Principles

The mission of the Cachuma Resource Conservation District (CRCD) is to promote land stewardship that results in long-term use of the Cachuma Region's natural resources while protecting and enhancing its unique natural habitats. Founding principles include total resource management, effective technical services, diverse community partnerships, and strong grower relationships. CRCD is committed to serve all of our District's diverse communities and advance diversity, equity and including within our own organization.

Background

The Cachuma Resource Conservation District is defined as a local Special District that carries out its mission by working closely with landowners and resource managers on public and private properties. In California, Resource Conservation Districts are legislated and operate under Division 9 of the California Public Resources Code. The first RCD in Santa Barbara County was established in 1944, and as a result of four RCD mergers starting in the 1980s, the Cachuma RCD was formed. Similar to many Soil and Water Conservation Districts or Resource Conservation Districts nationwide, the Cachuma RCD has a long standing relationship and close working history with the Federal USDA Natural Resources Conservation Service (NRCS). The Cachuma RCD is co-located with the NRCS at the USDA "Service Center" in Santa Maria, CA. Since 1944, the RCD, together with the NRCS, has brought in and raised over \$125 million in water and soil conservation funding for conservation projects. The leveraging and technical capacities of the RCDs and the NRCS are an often underutilized benefit in many communities, especially where multiple agencies have shared objectives and goals. Its non-regulatory, incentive and voluntary based approach, led by a Board comprising local landowners, engenders trust with private property owners, often opening doors to properties with resource challenges where other agencies are not welcomed. The Cachuma RCD exemplifies this tradition, envisioned by President Franklin D. Roosevelt. Even with a limited tax base and very little dollars for general operating expenses provided from local agencies, the Cachuma RCD continues to perform outstanding work bringing in thousands of conservation dollars into the community for many shared resource conservation goals. The FY 24-25 Budget for the Cachuma RCD is \$1.4 million.

"Your Local Partner in Conservation"



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The Cachuma RCD is almost entirely grant funded and often secures funding directly and indirectly for the planning and implementation for a variety of resource related projects such as:

- wildfire resilience planning and projects
- stream and steelhead restoration projects
- on-farm best management practices
- invasive plant erosion identification and control
- storm water projects
- water quality and water conservation projects
- wildlife ponds
- carbon farming including carbon sequestration and water conservation
- native plant and habitat projects
- pollinator projects
- research and data collection projects to identify natural resources and trends

Recently, the Cachuma RCD focused on wildfire resilience and climate smart agriculture. While, strategies often focus on farming and ranching operations, the Cachuma RCD also works on resource concerns in the urban and rural area as well. For example, the Cachuma RCD has completed Irrigation Evaluations on over 1400 irrigated farms and dozens of public school properties including UCSB's Campus. The Cachuma RCD also has a long history of producing publications, writing watershed plans, providing technical and engineering assistance, conducting trainings, field days, and educational workshops for land managers, the general public and for staff from other agencies.

Position Description and Qualifications

Candidates must possess a strong desire to work with a wide range of partners and community stakeholders including environmental, agricultural, government, philanthropic individuals and groups. Candidates must embrace, support, and achieve the RCD's mission by working with the Board and by developing and sustaining programs through fundraising. The ideal candidate will have experience with RCDs, NRCSs, or other similar agencies or nonprofits in a management and organizational development role and will have demonstrated success in writing, securing and managing a wide range of grant and funding sources.

General Duties and Good Governance

- Initiate and lead programmatic development and expansion by building partnerships and actively seeking opportunities for appropriate grant applications and funding opportunities.
- Supervise all operational aspects of the District including consultants and volunteers.
- Solicit, develop and manage subcontracts for services.
- Maintain thorough knowledge of current and newly emerging issues affecting agricultural operations and the natural resources in the District Area, on the Central Coast, and Statewide.
- Maintain, enhance, and foster a strong working relationship with the (NRCS), the County, the State Association of RCDs, the Department of Conservation, and other RCDs.
- Ensure ongoing compliance with applicable statutes and government rules and regulations. Coordinate compliance with legal counsel and auditors as required.
- Keep abreast of all federal, state, and local laws, ordinances, general plans, and policies that affect conservation work within the District.



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- Coordinate with the Department of Conservation and the California Association of RCDs to ensure the RCD is achieving Goals set forth in the “Planning for the Future” document.
- Supervise and implement promotional activities, media contacts, and programs of the District and the successful projects implemented by the District and its partners within the community and with the media.
- Oversee the development, maintenance, and enhancement of the Cachuma RCD website and related social media.
- Provide a visible presence or “face” for the District through public interactions with the community and partners.
- Identify obstacles and barriers to conservation programs and projects and work with the Board and partners to find solutions.

Financial Duties

- Ensure that District operations continue in a fiscally responsible manner and maintain transparency.
- Oversee the development of budget projections and identify needs and opportunities to ensure adequate funding to maintain existing staff and expand programs where appropriate.
- Oversee financial management and reporting, including monthly financial reports to the Board of Directors, coordinate with the District accountant in the preparation of the annual budget and preparation for independent audits.
- Monitor of cash flow, enforcement of financial policies for expenditures, and purchase authorizations and monitor the organizational budget throughout the fiscal year.

Board Relations

- Maintain and enhance the RCD Board of Directors’ working relationships with appropriate officials at the local, county, state, regional, and federal levels.
- Prepare and post Agendas and Board materials and attend all Board Meetings.
- Report regularly to the Board regarding achievement of District objectives, current and projected financial status and provide updates on current projects and other issues relevant to the Board
- Keep the Board fully informed on the condition of the organization and all important factors influencing its decisions.
- In coordination with the Board, develop and implement a strategic plan and budget for the organization with specific goals, time frames and financial requirements.

Experience and Requirements

- BA/BS, from an accredited school, in environmental planning, natural resource management, business or public administration or a related field (Master’s Degree preferred).
- 4 years of experience in a wide range of natural resource programs or initiatives on behalf of a non-profit organization, special district, or public agency, with specific experience in fundraising, grant management, financial and organizational management, and human resources (management experience preferred).
- Experience leading in an outcome-based organization; ability to develop and operationalize strategies that will take the RCD to the next stage of growth.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Ability to work comfortably in a wide range of settings including legislative subcommittees, program development sessions with environmental decision-makers, technical conferences, and meetings with local citizens and landowner groups.
- Strong ability to engage a wide range of stakeholders and cultures.

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- Excellent writing and public speaking skills, strong verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Passion, integrity, positive attitude, mission-driven, and self-directed and ability to work with minimal direction.
- Competency with current computer technologies, including Outlook, Word, Excel, PowerPoint, (or other desktop design software), Dropbox, Google Docs, and the Internet. USDA COMET Planner, InDesign, GIS a plus, but not required.
- Leadership skills demonstrated through past achievements.
- A California C Driver's License, a clean driving record, auto insurance and successful completion of a background check.

Personal Characteristics

- Approachability -- Is easy to approach and talk to; spends extra effort to put people at ease; can be warm, pleasant, and gracious; is sensitive to and patient with interpersonal anxieties of others; builds rapport well; is a good listener
- Interpersonal Skills -- Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; listens; builds constructive and effective relationships; uses diplomacy and tact; truly values people; can diffuse even high-tension situations comfortably
- Negotiation Skills -- Can negotiate skillfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful, as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing
- Planning Skills -- Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results
- Perseverance -- Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance
- Problem Solving -- Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; conducts honest analysis; looks beyond the obvious and doesn't stop at the first answers
- Action Oriented -- Enjoys working hard; is full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others
- Results Oriented and Accountable -- Can be counted on to exceed goals; is constantly and consistently one of the top performers; steadfastly pushes self and others for results
- Written Communication -- Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect
- Discretion -- Is able to deal with sensitive issues and information in a professional and, as required, confidential manner
- Team Oriented -- works effectively with others; actively contributes to the achievement of group and organizational goals; accepts shared responsibility and ownership of projects
- Integrity -- Is widely trusted and seen as direct, truthful individual; keeps confidences; admits mistakes; doesn't misrepresent her/himself for personal gain;
- Practicality – balances creativity with the ability to accomplish practical application of creativity to real world situations.



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Physical Requirements

Work is performed in a normal office environment and outside in all types of weather. The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, move, climb and descend stairs, use repetitive motions, and traverse uneven terrain. The position requires the ability to operate a telephone, computer keyboard, copier, other typical equipment and motor vehicle, vision to read materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Work requires lifting or moving up to 50 pounds. When necessary, position requires the ability to work unusual shifts, including nights and weekends and travel to conferences workshops and events out of the area. Work involves substantial driving because of the size of the District.

Salary is commensurate with experience. The Cachuma RCD's benefits package includes fully paid individual employee health benefits, vacation and sick leave, and 10 paid holidays. A vehicle is provided for work related travel.

To apply, please submit resume, letter of interest, and at least 3 current references and their contact information to Anna Olsen, aolsen@rcdsantabarbara.org. A writing sample or equivalent that demonstrates previous successful outcomes on which you have worked is recommended, but not required.

For more information, please contact Anna Olsen, Executive Director, 805 868-4013, and learn more about Cachuma RCD at rcdsantabarbara.org.

Priority will be given to applications received no later than 5:00 PM Pacific Coast Time on June 15, 2024. Position is open until filled. Position is subject to 180-day probationary period.

Employment Eligibility: The successful applicant will be asked to show proof of citizenship or proof of eligibility to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract and may be modified or revoked without notice. The Cachuma RCD is an equal opportunity employer, makes employment decisions on the basis of merit, and prohibits unlawful discrimination based on race, religion, color, sex, age or marital status.