



*The King Conservation District is seeking a qualified candidate to perform as a*

## **Program Manager- Farm Services**

*Lead Farm Services Team to help King County farmers and landowners steward the planet, one farm at a time. Manage program work plan, budget, support farm planning team focused on promoting the sustainable use of natural resources through responsible stewardship. Make a difference by working in a small office focused on getting conservation improvements on the ground through education, planning, implementation, and grants.*

### **Scope of Responsibility**

The Program Manager reports to the Food and Farm Programs Director and leads key farm services programs and projects with the goal of helping farmers make measurable improvements to their natural resource stewardship, related to priorities that include soil health, water quality improvement, and salmon habitat restoration.

This Program Manager will join a Conservation District team of thirty staff and will focus on leading the 5 member farm technical services team that provides applied conservation technical assistance to landowners and farmers.



Duties are diverse, including developing and managing work plans and budgets for farm service programs, leading and supporting our farm planning team in these efforts, and working on specific projects and initiatives as assigned. She/he will be responsible for setting vision and priorities for programs and for team, aligned with KCD mission, vision and goals. The Program Manager's work will include frequent communication and active partnerships with other internal teams and team leads, with customers and customer groups, and with partner organizations and agencies.

This position requires an individual with broad knowledge of farm-based natural resource management conservation principles and best management practices, in combination with a passion to help farmers and landowners with their stewardship goals. We want someone who shares our desire to earn the public trust every day and our belief that government can, and must, provide high quality customer service.

The Program Manager is responsible for a busy workload and must maintain regular office hours in the Renton office. S/he is responsible for program staff, activities, goals and budgets, and for seeking to continually improve program efficiency and effectiveness. S/he will lead staff activities including hiring, training, coaching, delegating and supervising the Farm Services team in accordance with District policies and procedures. S/he is responsible for working with the Grants Coordinator to write and secure grant funding and to manage contracts to fund projects and programs. Current program and project responsibilities include Farm Technical Assistance

Services, Community Based Outreach, development of a new, web-based resource stewardship assessment tool, and conducting GIS based strategic analysis of program services.

Each employee at the Conservation District is encouraged to seek continued learning opportunities, develop their individual technical knowledge, and explore strategies for how conservation practices and services may be improved.

The ability to provide exceptional customer service, earn the trust of the public, and work cooperatively with a diverse population is essential to this position.

The Program Manager will be trained in and expected to be able to plan using the Natural Resources Conservation Service (NRCS) Nine Step Conservation Planning Process.

### **Job Responsibilities/Duties**

- Create, understand and articulate a detailed vision for farm services projects and programs consistent with the District's mission, vision, and goals.
- Hire, train, and manages direct reports on the farm services team. Conducts performance reviews. Builds the skills and abilities of staff to take on progressive levels of responsibility.
- Lead a team of 5 resource planners who develop farm conservation plans and provide technical assistance to clients and partners
- Build District partnerships, both internally, across District teams, and externally, with other agencies, organizations, entities, and stakeholder groups.
- Manage farm services projects and programs, develop and oversee budgets, including reporting and recordkeeping.
- Seek to continually improve program efficiency and effectiveness.
- Take initiative to solve problems and improve District programs and services, and develop unique and innovative ways to approach problems and tasks.
- Maintain active communication with clients, stakeholders, partners, and the public about District programs and promote conservation programs and actions that are of benefit to the farmers/ landowners and the environment.
- Plan, organize and implement natural resource management projects and practices.
- Provide exceptional customer service to a wide range of public and elected officials, technical and conservation experts, farmers and landowners.
- Support District activities at public outreach events, including farm tours, workshops, fairs, festivals, by presenting and sharing information related to conservation themes and District programs and services, including some evening and weekend work.
- Attend public meetings as a representative of the District.
- Continue to improve professional skills by attending training sessions, workshops, working with mentors and coaches, and other methods as identified in a professional development plan.
- Perform tasks and activities associated with District programs and projects as assigned, including office and administrative tasks in support of assigned projects.
- Perform all duties in a timely, courteous, and professional manner.
- Safely and properly use and maintain district vehicles, office and field equipment and supplies.

This list of duties is intended as an illustration of the various types of work performed. The omission of specific duties does not exclude them from the responsibilities of the position if the work is similar, related or a logical assignment to the position.

### **Qualifications**

- ✓ Bachelors Degree (B. A./ B. S.) in public/ business administration, natural resources management or related field.
- ✓ A minimum of three years of public program management experience, or a combination of education, training, and experience that demonstrates the ability to perform the duties of the position.
- ✓ A minimum of one year of supervisory experience.
- ✓ Knowledge of farmer and landowner conservation interests, local natural resource concerns, and conservation practices associated with livestock management and crop production, regulations/ permits associated with farming activities, and approaches to promoting voluntary conservation.
- ✓ Knowledge of Conservation District roles in overall natural resource stewardship services landscape
- ✓ Experience using logic models and outcomes focused metrics to manage programs
- ✓ Licensed to operate a motor vehicle in the State of Washington or can obtain a valid Washington State Driver's License.
- ✓ Proficiency with computers to write reports, track progress, and prepare and record field and technical data using Microsoft Office Suite (MS Word, Excel, Access, PowerPoint).

### **Desirable Skills and Experience**

- Project Management Certification (PMI)
- Grant writing/ fund development skills
- GIS experience- for program analysis, planning and reporting
- Data management- databases and GIS
- Web App/ web tool development skills
- Experience with techniques to encourage voluntary landowner adoption of natural resource management practices
- Social marketing campaign experience, such as Community Based Social Marketing
- Conservation planning experience (NRCS 9 steps of planning)
- Familiarity with King County Critical land use codes related to agricultural activities
- Understanding of salmon life cycles, habitat, and management

**Annual Salary**

\$55,267-\$77,374

**Benefits**

The District offers a comprehensive benefits package which includes paid vacation and holidays, medical and dental, a nominal life insurance policy with the option to increase coverage at employee's expense, support for trainings, and participation in the State of Washington Retirement System (PERS).

To learn more, visit the District's website at [www.kingcd.org](http://www.kingcd.org)

**To Apply:**

**Submit a resume and cover letter to the email address:**

**[jobs@kingcd.org](mailto:jobs@kingcd.org)**

*This position will be open until filled.*

**Location Main Office**

1107 SW, Grady Way, Suite #130, Renton, WA 98057