



King Conservation District has an IMMEDIATE OPENING for

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 Director of Programs 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 approximately thirty staff and will focus on leading the 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, managing and directing our farm planning team in these efforts, collaborating with other Program Managers on District programs and services, 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 demonstrated management experience, including position and program development, hiring (and termination), staff management, staff development, coaching, performance review and improvement, as well as experience building and leading subject matter cross functional teams.

The position requires broad knowledge of farm-based natural resource management conservation principles and best management practices, in combination with a passion to lead programs that 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 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, program monitoring and evaluation, Community Based Outreach, development of web-based resource stewardship assessment tools – including data collection and analysis, 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 resource planners and project coordinators who develop farm conservation plans and provide technical assistance to clients and partners.
- Manage farm services projects and programs, develop and oversee budgets, including reporting and recordkeeping.
- Lead the development of systems and processes to improve Farm Services program efficiency and effectiveness
- Develop and utilize metrics for tracking project and program deliverables against the 5 year plan as well as assessing impact of the same.
- Represent the Farm Services Team/Program at the Mid-Level Leadership tier- coordinating with Forest and Shoreline Health Program Managers to ensure efficiency and consistency across programs and to identify and capitalize on program and project synergies.
- Build District partnerships, both internally, across District teams, and externally, with other agencies, organizations, entities, and stakeholder groups.
- 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.
- 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

Minimum Qualifications

Education

Master's degree in natural resources management, agricultural economics, environmental policy, agronomy, agroforestry, animal husbandry, wildlife biology, fisheries, watershed management, or closely related natural resources management field and 3 years of professional experience in the same which includes contract management and technical report writing. (Degrees in Organizational Development, Leadership, or an MBA will be considered, contingent on the 3 years professional experience in an agricultural or natural resource context).

AND

Minimum 2 years consecutive formal professional work experience in program and/or project management that includes supervision and management of 3 or more subordinate staff (education and/or unpaid volunteer-based experience may NOT be substituted for this requirement)

OR

Bachelor's degree in natural resources management, agricultural economics, environmental policy, agronomy, agroforestry, animal husbandry, wildlife biology, fisheries, watershed management, or closely related natural resources management field and 5 years of professional experience in the same which includes contract management and technical report writing. (Degrees in Organizational Development, Leadership, or Business will be considered, contingent on the 5 years professional experience in an agricultural or natural resource context).

AND

Minimum 2 years consecutive formal professional work experience in program and/or project management that includes supervision and management of 3 or more subordinate staff (education and/or unpaid volunteer-based experience may NOT be substituted for this requirement)

Professional Experience

- Strong project management skills, including but not limited to setting and implementing effective goals and objectives, problem-solving, time management, contract and grant management, creating and maintaining collaborations with other organizations, developing public awareness activities, preparing reports, etc. Previous experience with design and management of conservation and restoration projects on private property preferred.
- Excellent written and verbal communications skills to use with a wide range of individuals (e.g. other staff, conservation partners, private landowners and farmers, volunteers, and local community members).
- 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 with techniques to encourage voluntary landowner adoption of natural resource management practices
- Ability to work both independently and as part of a team.
- Knowledge and appreciation of the people, values, and current conservation issues associated with marine and freshwater shorelines, agricultural landscapes and managed wetlands.
- A working knowledge of ArcGIS
- Working knowledge of Microsoft Office Suite (Word, Excel, Access, PowerPoint) required.
- A flexible approach to work and willingness to take on new projects or tasks as needed.
- Willingness to conduct in-state travel, occasional out-of-state travel and be comfortable with working evenings and weekends as job responsibilities demand.

Valid WA driver's license required.

Desirable Skills and Experience

- Project Management Certification (PMI)
- Social marketing campaign experience, such as Community Based Social Marketing
- Comfort navigating contentious regulatory issues to seek common ground with diverse interests.
- Experience working on field research or monitoring projects; work in an agricultural setting a plus
- Experience with grant writing, writing scientific reports or papers, and writing for a general, non-science audience.
- Web App/ web tool development skills
- Familiarity with King County Critical land use codes related to agricultural activities

Annual Salary

\$61,899-\$85,000 DOE

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

To Apply

Submit a resume and cover letter to the email address:

jobs@kingcd.org

First Resume Review 31 August 2018

This position will be open until filled.

Main Office

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

After 1 September 2018- Times Square, 800 SW 39th St Suite 150, Renton, WA 98055