Forest Stewardship Program Manager

KCD has an immediate opening for an individual to manage one of the most innovative and impactful forest stewardship programs in the country.

The program manager will lead KCD’s Forest Stewardship Team whose purpose is to improve forest health and increase forest and canopy cover by empowering private landowners and partner jurisdictions to become knowledgeable and successful stewards of their forest resources as well as improve community resilience in the face of climate impacts and wildfire threats.

This position serves as a member of a team of conservation professionals in a county wide natural resource management special purpose district. The Forest Stewardship Program Manager is responsible for maintaining strong collaborative relationships with our partner jurisdictions and stewarding the program’s resources to achieve on the ground results that address our partners’ priorities and achieve KCD’s forest conservation goals.

The person in this position needs to be a great communicator who will continue to strengthen our relationships with partners, will facilitate collaboration between diverse stakeholders, and will get results through efficient management of projects, programs, and processes.

General Program Description

Urban Forest Stewardship

Created in 2015, The Urban Forest Stewardship Program has already partnered with 30 of its 34 partner municipal jurisdictions (incorporated cities, towns, villages) to implement forest stewardship projects. The scope of these projects is diverse, from helping cities gain baseline information about their forest resources through a tree canopy assessment and analysis, to developing forest management plans for forested open spaces, to piloting a program that supports private landowners taking stewardship action on areas of their property that borders public natural areas. KCD anticipates building on these foundations, working with jurisdictions to identify and scope second generation projects based on this new knowledge and experience gained from the first 5-years of program related services.

Rural Forest Health

KCD developed its Small Lot Forest Stewardship program in 2009 to help support and encourage non-industrial private forest landowners in unincorporated King County to implement sustainable stewardship-focused active management practices. Beginning in 2015, KCD added planner-based on-site assessments to identify forest health threats, resource concerns, and management opportunities on properties with fewer than 5 acres
of woods. As part of this on-site technical assistance, planners work with landowners to develop a comprehensive Forest Stewardship Plan that describes the current conditions of natural resources present on the property and provides management recommendations to address any associated concerns with these resources. Forest Stewardship Plans can also help landowners qualify for additional assistance and funding opportunities through KCD’s cost-share program (Landowner Incentive Program) as well as property tax savings through King County’s current-use taxation programs.

Wildfire Preparedness

KCD has expanded its rural forest health management services to provide a range of wildfire resiliency services to help homeowners and communities prepare for wildfire. This work is being done in partnership with the King County DNR Forestry Program. The wildfire resiliency services offered by KCD include: conducting site visits to assess wildfire risk of individual homes sites as well as communities; developing Firewise Community Action Plans for communities interested in implementing forest fuels reduction projects; providing Wildfire Resiliency planning and recommendations for forest landowners through the KCD Rural Forest Health Management Program; hosting ‘Chipper Days’ during which community residents collect excess brush from their properties and create stacks near the roadsides and driveways for subsequent chipping by professional tree service crews and implementation of Firewise practices such as tree thinning, pruning, and removal of dead and down wood.

Job Responsibilities

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

Forest Stewardship Programs Management (55%)

- Create, understand and articulate a detailed vision for forest stewardship projects and programs consistent with the District’s mission, vision, and goals.
- Manage, oversee and coordinate program activities to meet calendar year and 5-year work plan objectives.
- Organize and support effective internal cross-program and external cross-agency collaboration to support successful program processes, work products, and projects.
- Ensure marketing and outreach information for program or projects is accurate and coordinated with KCD engagement staff and outside partners.
- Present to our partners, elected officials, advisory bodies, and our board of supervisors on program activities and write program accomplishment reports.
Represent KCD in public meetings, agency collaboration meetings, work groups, etc. and advance the Forest Stewardship Program’s goals and the mission of the District.

- Develop and execute work plans for each forest stewardship program area, manage program budgets, and supervise forest programs personnel including:
  - Hire, train, and manage direct reports on the forest stewardship teams. Conduct performance reviews. Build the skills and abilities of staff to take on progressive levels of responsibility. Activities include training on forest stewardship planning protocols and procedures, coordinating activities on all work assignments, and conducting performance appraisals.
  - Coordinate the daily activities of staff affiliated with programs and projects in the Forest Stewardship Focus area.
  - Coordinate the activities of external consultants supporting projects and programs affiliated with the Forest Stewardship Focus area.
  - Coordinate the activities of AmeriCorps IPs assigned to the Focus Area.
  - Execute sound contracts and sustain strong partnerships, and key relationships connected to forest programs.
  - Coordinate program budgets.

- Provide quality control and quality assurance for forest program services, products, and data.

- Document activities and accomplishments, prepare program and project reports.

- Perform office and administrative activities include maintaining and updating program and project records, processing expense documentation; and assisting with grant activity documentation, billings and close-outs.

**Urban Forest Stewardship Program and Project Management (30%)**

- Manage Urban Forest Stewardship program work plan, budget, and performance data tracking

- Strengthen and build partner relationships with member cities to support local and regional forest stewardship and urban canopy cover goals

- Ensure program projects with cities are successful through effective planning, collaboration, and creative problem solving

- Lead the planning and execution of a request for proposal process to identify and select urban forest stewardship projects in collaboration with Urban Forest Stewardship Initiative Work Group and the District’s Board of Supervisors
• Develop and assist with the execution of agreements with municipal jurisdictions for project services

• Identify, vet, and hire contractors/consultants as needed to complete Urban Forest Stewardship project scopes of work

• Ensure accurate tracking, quality control, and quality assurance of Urban Forest Stewardship project deliverables

• Manage Urban Forest Stewardship projects. Activities including:
  ○ Plan, organize and coordinate implementation of urban forest stewardship projects and practices
  ○ Train, supervise, and coordinate urban forest stewardship project crews and/or project contractors as necessary to complete project deliverables
  ○ Provide technical assistance and project coordination services to partners and cooperators seeking to improve urban forest resources and implement urban forest stewardship practices

**Rural Forest Stewardship and Wildfire Preparedness Program Management (10%)**

Coordinate and work with staff teams to:

• Communicate with landowners interested in District programs, connect landowners to District and other programs and services, and provide technical assistance to promote conservation practices that are of benefit to individual landowners, their community, and the environment.

• Prepare forest stewardship plans for small acreage non-industrial private forest landowners meeting KCD Rural Forest Stewardship Program criteria and community wildfire risk management plans for communities and associated landowners.

• Provide technical assistance to landowners seeking to improve their forest resources, implement Forest Health Management practices, and manage wildfire risk.

• Develop and review KCD cost-share applications.

• Assist landowners in obtaining permits and complying with state and local regulations such as the Critical Areas Ordinance and the Forest Practices Act

• Support recipients of KCD cost-share funding to ensure effective and complete installation of funded practices. Activities include providing guidance on practice implementation and construction specifications to meet NRCS standards; and responding to questions and concerns regarding cost-share award details, next steps, etc.
Regional Forestry Services Program and Policy Support (5%)

- Support development and update of program related policies and procedures to ensure effective and efficient program delivery, support the District in meeting its strategic goals, and address local and regional resource management priorities.
- Coordinate development of new and revision of existing FHM practice standards as needed and approved.
- Collaborate with and support Directors on developing and launching forest stewardship-related pilot projects and regional program and policy initiatives in association with District and Puget Sound Conservation District Caucus strategic priorities.

Minimum Qualifications

Education

Master’s degree from a regionally accredited college or university in forestry, agroforestry, forest economics, natural resources management or related field and 3 years of professional experience in the same which includes contract management and technical report writing.

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 from a regionally accredited college or university in forestry, agroforestry, forest economics, natural resources management or related field and 5 years of professional experience in the same which includes contract management and technical report writing.

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 program 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
experienced 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, agency representatives, private landowners and farmers, volunteers, and local community members).
- 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.
- 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.
- Demonstrated experience providing technical assistance to partners seeking to improve urban forest resources and implement urban forest conservation practices
- Demonstrated experience applying urban forest stewardship principles, practices, and strategies for implementing forest stewardship practices in urban, suburban, and rural landscape settings
- Demonstrated experience planning and implementing forest or other ecosystem restoration practices and projects
- A track record of successfully engaging with and facilitating collaboration between diverse project partners or stakeholders
- A demonstrated ability to manage workload, schedule, and resources to meet deadlines and achieve goals
- A demonstrated ability to effectively perform multiple responsibilities simultaneously and/or frequently moving from one activity to another without losing focus
- 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).
- Routinely handle objects weighing up to 10 lbs. and on occasion may be expected to lift objects weighing up to 50 lbs.
Desirable Skills and Experience

- Experience working with city staff and/or elected officials on natural resource conservation projects
- Knowledge or understanding of city, county, and state government planning and decision-making processes
- Working knowledge of regional forest conservation priorities, conservation strategic plans, and local natural resource concerns
- Knowledge or understanding of WA Forest Practices Act Regulations and WA State Integrated Forest Management Plan Guidelines
- Knowledge or understanding of Puget Sound watersheds; salmon life cycles, habitat, and management; and aquatic habitat protection and enhancement
- Project Management Certification (PMI)
- Grant writing/ fund development skills
- Experience using Arc GIS to perform program analysis, planning and reporting, develop geospatial databases and manage data
- Experience with techniques to encourage voluntary landowner adoption of natural resource management practices
- Social marketing campaign experience, such as Community Based Social Marketing

Preference will be given to candidates with demonstrated experience in Urban Forestry.

This is a regular, full time Fair Labor Standards Act (FSLA) exempt position located at KCD headquarters at 800 SW 39th St, Suite 150, Renton, WA.

The position is not represented by the Washington Federation of State Employees.

The salary range for the position is $69,084-$103,990, with benefits. Relocation is authorized.