

The San Diego River Park Foundation

Associate Director – Land Stewardship

Classification: Full-time - Exempt
Schedule: Flexible, requires some evenings and weekends
Start date: Open
Reports to: President and CEO

Overview:

We are looking for a dynamic fundraiser and open space conservation professional to join our award winning team. Do you love the outdoors and want to have a leadership position in fostering this love in others and stewarding open space areas?

This is a new position which has been established to guide current and future programs and projects at our open space preserves and projection locations.

As a member of the staff leadership team, the Associate Director – Land Stewardship works closely with the President and CEO, Senior Associate Director and other team members on the strategic direction of the organization. He/she will provide strategic development, fundraising and management support, as well as coordinate the work of three core focus areas.

Responsibilities (but not limited to):

- Management of three Preserves owned by The San Diego River Park Foundation including developing annual budgets, long-term and short-term strategies, and associated work plans in partnership with staff.
- Work in the capacity as Project Manager and Administrator on as many as 3 or more grant or contract funded projects and be responsible for the timely and accurate submittal of invoices and reports.
- Provide high-level guidance of the Research and Technical Services Program. While detailed technical knowledge is not a requirement of this responsibility familiarity is helpful to the overall success of this program.
- Oversee and lead program staff and any project management contractors associated with three program areas including setting objectives and measuring performance.
- Develop and update policies associated with land management activities
- Review and maintain compliance with the Land Trust Alliance's Standards and Practices as they apply to land and easements managed by the organization

- Provide lead communications related to the Land Conservation Activities
- Pursue grant funding for associated projects and programs, and engage in philanthropy, as appropriate, as part of the organizations overall philanthropy efforts. As part of this represent the organization maintain and develop relationships with partners, funders and other key entities.
- Be part of the leadership team of the organization.

Location: The position works out of the SDRPF's offices located in western Mission Valley but will include travel to project and program locations. There is some potential to travel to conferences on behalf of the organization.

Compensation: \$50,000 salary plus sick leave, holidays, PTO and paid health care.

Qualifications/Skills: An ideal candidate will have:

- Bachelor's degree in a relevant field; or equivalent combination of education and experience.
- A minimum of 2 years of progressive professional work experience in land conservation work, preferably in the non-profit sector.
- Demonstrated success stewarding and developing relationships with donors.
- Ability to work effectively and professionally with employees, volunteers and partners.
- Must be available to work evenings and weekends.
- Passion for the mission of the organization and natural resource conservation and outdoor recreation.
- Strong communication and interpersonal skills (verbal and written) including creating case statements and copy for materials.
- Ability to create budgets and develop work strategies
- Demonstrated knowledge of tracking expenses in spreadsheets and compiling as part of budget and cash flow analysis.
- Successful grant writing experience is preferred.
- Must have a valid driver's license
- Principled, ethical and committed to high work quality and standards.
- General computer knowledge and experience with Microsoft Word, Excel, Outlook, and PowerPoint. Proficiency with Adobe Creative Suite products is desirable.
- Creative problem solving skills and action oriented.
- Outgoing personality, good at building partnerships and working with diverse perspectives and inspiring people at all levels.

This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee is expected to perform.

The San Diego River Park Foundation is an Equal Opportunity Employer.

Contact: Please submit a cover letter and resume in electronic form to rob@sandiegoriver.org. Please put "Employment – Associate Director" in the subject line.

In your resume and cover letter please clearly identify education and related work experience.

Deadline: Applications will be accepted until the position is filled.

Phone call or email inquiries are welcomed. Thank you.

Rob Hutsel. President and CEO
The San Diego River Park Foundation
4891 Pacific Highway, Suite 114
San Diego, CA 92110
(619) 297-7380 x108
rob@sandiegoriver.org