**Program Manager**

**About the Position**

Pursuant to the SRCD Board of Directors policy and at the direction of Board of Directors, the Program Manager will oversee and all Agricultural Conservation programs including; implementing all activities of the Water Efficiency Techical Assistance (WETA) grant & Conservation Planning grant(CAPGP), including managing and performing all aspects of field activities both directly and in coordination with other RCD staff, coordinating activities with growers, communicating with grant managers and managing the project budget and scope of work, purchasing materials and supplies, collecting data, writing reports and working with administrative staff to develop invoices, and contributing to other general SRCD work and assisting other staff as needed.

The Program Manager will search for grants or funding that will create additional programs or projects for the District. The sources of funding shall that assist growers by improving irrigation practices, assisting growers with the installation of irrigation specific hardware, assist growers and landowners with developing conservation plans, providing education and outreach, managing Cosumnes Groundwater Authority’s Groundwater Monitoring network, collecting water samples, introduce growers to new technologies and best management practices relating to water efficiency, and encourage growers to become more active in location education and outreach events.

The Program Manager will work with the Board to implement the Sustainable Groundwater Management Act and explore other opportunities aimed at improving the groundwater conditions within the District. This includes supporting the District Manager and Board of Directors with the implementation of the Cosumnes Subbasin and South American Subbasin Groundwater Sustainability Plans (GSPs). Assisting with intra- and inter-basin coordination. Work with local landowners and other stakeholders to facilitate the collection of groundwater data. Supporting the Board in evaluating and summarizing reports from consultants.

**Project Manager Responsibilities**

* Provide program & project management and strategy, leading the development and execution of projects and initiatives that align with SRCD objectives and organizational strategy.
* Support grant writing, fund development, and partnership development efforts to sustain program momentum.
* Tracks the requirements and timelines for reporting and deliverables as dictated in the project agreement for assigned projects
* Responsible for invoicing and reporting of work progress to the Board of Directors.
* Maintain program-related equipment, data analysis tools, and reporting mechanisms.
* Supervise and support staff, ensuring safety and fostering a culture of accountability and growth.
* Maintain and develop partnerships with agencies and public and private entities for the promotion of the District’s ongoing projects.
* Submit all required reporting and invoices to appropriate funding agencies.

**Water Efficiency Technical Assistance (WETA) Responsibilities:**

* Schedule and coordinate with growers for meeting locations, dates, and times. Perform irrigation evaluations for the remainder of the Water Efficiency Technical Assistance (WETA) grant funded by California Department of Food & Agriculture (CDFA). The grant is expected to end March 31, 2025, but possibly later due to a pending extension request.
* Evaluations investigate system pressure, system uniformity, flowrates, and application rates.
* Attend irrigation System Evaluation training program at Cal Poly San Luis Obispo will be provided. Attend additional trainings and certifications as needed. Certifications helpful for this position include Irrigation Association’s Agriculture Irrigation Auditor and the Natural Resources Conservation Service’s (NRCS) Technical Service Provider (TSP) and Conservation Planner.
* Develop comprehensive irrigation evaluation reports for growers using data collected in the field and field notes with the goal of providing changes to irrigation scheduling that lead to improved irrigation efficiency and energy efficiency.
* Provide other on‐farm technical assistance as needed, including pump efficiency testing, best management practices for water efficiency, soil health, carbon farming, and other on‐farm conservation topics.
* Perform networking and outreach activities through one‐on‐one grower interactions and through attendance and participation in workshops, seminars, and agricultural events.
* Develop presentations and/or workshops to promote the water efficiency program and educate on topics that focus on irrigation efficiencies, modern technologies, and related topics.
* Coordinate and collaborate with a broad array of partner organizations, agency staff, and landowners.
* Coordinate and manage program & project activities including budgets, deliverables, scope of work, communicate with grant specialists, purchase materials and supplies, and work with SRCD administrative staff to develop invoices, and quarterly and annual reports to grant specialists.
* Exercise independent judgment and discretion in the overall management and issue resolution on projects.

**Conservation Agriculture Planning Grant (CAPGP)**

* Research, locate and market CAPGP program for producers facing climate issues such as drought, soil and air pollution, and fire damage. These issues bring further detriment to the environment in terms of lack of water, an increase in greenhouse gas emissions in the atmosphere, degradation of native plants and unhealthy soils.
* Coordinate with Technical Assistance Providers (TAPs) when a producer is interested in a plan, introducing the producer to the TAP and overseeing the process.
* Coordinate and manage program & project activities including budgets, deliverables, scope of work, communicate with grant specialists, purchase materials and supplies, and work with SRCD administrative staff to develop invoices, and quarterly and annual reports to grant specialists.

**Stakeholder & Community Engagement Responsibilities**

* Build and maintain relationships with key stakeholders, including government agencies, community organizations, landowners, and other partners.
* Represent Sloughhouse RCD with the Central Sierra Healthy Soils Program which seeks to provides free technical assistance and financial resources to farmers looking to improve their soil health in eight counties including Nevada, Placer, Sacramento, El Dorado, Amador, Calaveras, Tuolumne, and Alpine.
* Facilitate meetings, workshops, and presentations to communicate project goals, progress, and outcomes to the Chair of the Board.
* Address stakeholder concerns.
* Prepare any requested information for Public Records Requests.

**Office Responsibilities:**

* Required to be in office on Tuesdays and Thursdays 8:30 AM – 5:00 PM.
* It’s the manager’s responsibility to ensure safety and security at the office. Manage security systems, ensure doors are locked, air conditioning and heat set to appropriate temperatures and coordination with cleaners.
* Assist with preparing agendas, minutes, and financial reports for the Board of Directors.
* Manage records and respond to information requests to ensure compliance.
* Maintain communication with the public and serve as liaison between public and the Board.
* Maintain and enhance the RCD Boards’ working relationships with appropriate officials at the local, county, state, regional, and federal levels.
* Coordinate with SRCD staff and purchase necessary office supplies.
* Share the position of general receptionist for the District office by answering phones, receiving visitors, providing information, and handling mail.

**Qualifications:**

Any combination of experience and education which provides the required knowledge and skills is acceptable:

* Bachelor’s Degree or higher in Natural Resources Planning, Plant or Soil Sciences, Ecology, Agriculture, Biology, Environmental Science or a related field of study or five (5) years field and management experience in agriculture, irrigation technology, agricultural or natural resource technical assistance or crop and soil sciences.
* Community‐oriented individual that conducts themselves in a professional manner and is enthusiastic about working cooperatively with people with different perspectives, priorities, and temperaments.

**Preferred Qualifications:**

* Experience working in the Sacramento region.
* Possession of a Technical Service Provider certification through the Natural Resources Conservation Service or a willingness to obtain one.
* Ability to take initiative, think creatively, and problem solve to develop new systems and procedures to streamline RCD operations.
* Proficiency in Microsoft Office Suite, QuickBooks Online, and document management tools such as Adobe Acrobat and DocuSign. Database management skills desired.
* Highly organized with attention to detail
* The ability to work independently or with a team (including leading a team) to coordinate multiple, diverse projects, set realistic deadlines, prioritize tasks, and manage timelines.
* Strong interpersonal and communication skills
* Excellent written and verbal skills
* Flexibility to work according to the organization’s needs.
* Willingness to learn and grow with the organization.
* Strong commitment to the environment and community
* Supervisory and workplan development experience
* Strong leadership skills

**Physical Requirements:**

* Ability to work in the field in a variety of outdoor and sometimes inclement weather conditions and walk on uneven terrain including disked fields and ditch hopping. Considerable physical activity is involved including walking up to two miles, bending, stooping, squatting, twisting, reaching and working on irregular surfaces, lifting of up to 25 pounds and occasional lifting of up to 50 pounds.
* The ability to sit for long periods of time; to climb stairs; work inside buildings and in confined spaces; to either work alone or closely with others.
* **License:** Required to possess and maintain a valid California driver’s license, Class C or higher, to perform job related duties.