



**Redwood Coast Land Conservancy (RCLC)**  
**PROJECT MANAGER POSITION DESCRIPTION**  
**Mill Bend Conservation Project**

The Project Manager manages the Mill Bend Conservation Project during the Planning and Assessment Phase of the on-going project located at the estuary of the Gualala River. The Project Manager is a part time employee, with flexible hours depending upon the needs of the project but hours not to exceed 60 hours per month unless pre-approved by the RCLC Board. Project management responsibilities include overseeing all aspects of the planning/assessment project; ensuring the coordination and completion of the project on time, within budget and within scope; setting deadlines and assigning responsibilities; monitoring and summarizing progress of the project; pursuing grant funding for future phases; and preparing reports for RCLC leadership and the community regarding status of the project.

The Project Manager works directly with the RCLC Board, and with outside consultants and contractors to ensure that deliverables fall within the applicable scope and budget. He or she coordinates with regulatory and funding organizations to ensure that all aspects of the project are compatible and in compliance with established rules, funding guidelines, and the law.

**Responsibilities:**

- Coordinates the efforts of outside consultants, Technical Advisory Committee and other stakeholders to ensure that biological and cultural resource assessments, infrastructure evaluation, natural resource planning, and restoration activities are delivered on-time, within scope and within budget.
- Manages changes to the project scope, project schedule and project costs using appropriate verification techniques.
- Obtains competitive bids and drafts contracts; processes and recommends approval of outside consultant/contractor monthly progress payments.
- Creates and maintains comprehensive project documentation; develops spreadsheets, diagrams, and process maps as required to document needs and track progress towards completion of short and long-term goals. Develops annual work plans and budgets.
- Makes presentations to funders and public meetings as necessary.
- Ensures compliance with regulatory and grant requirements as well as internal financial controls; prepares periodic reports as required.
- Performs risk management to minimize project risks.
- Provides monthly project updates to the RCLC board; works with RCLC's Outreach Committee and board to support and develop public outreach opportunities, events, and materials.
- Reports and escalates issues to RCLC leadership as needed.
- Assists with developing fund-raising strategies and manages the solicitation of grants from public and private funding organizations as needed to raise revenue for planning the future phases of project implementation.
- May supervise interns and/or volunteers in various support or field activities.
- Performs other related duties as assigned.

## **Minimum Requirements**

- Bachelor's degree in conservation management or a related field, or hands on experience managing complex projects in other fields with a strong interest in conservation management, land planning and trail development
- Two to four years of experience in conservation management or in a related area
- Familiarity with a variety of conservation management concepts, practices, and procedures
- Demonstrated skill, knowledge, ability, and judgment to plan and accomplish complex goals

## **About RCLC and the Mill Bend Conservation Project**

Redwood Coast Land Conservancy (RCLC) is a Land Trust founded in 1992 that works to preserve the natural environment of coastal watersheds from the Navarro to the Russian Rivers. RCLC strives to provide public access for all to scenic land, and to educate the public about the natural, cultural, and historic heritage of the lands that it preserves. RCLC envisions a protected and restored coast, preserved for public enjoyment, valued for its preservation of wildlife diversity, and appreciated for its natural beauty.

The Mill Bend Conservation Project will preserve and restore a unique 113-acre former mill site at the mouth of the Gualala River. Mill Bend is a bar-built estuary/lagoon and restoring habitat for Coho salmon and steelhead is one of the many environmental goals for the project. The project will also enable wildlife habitat restoration for other endangered and threatened species, will provide improved river access, and public access for public recreation and potentially for trails, including the continuation of the California Coastal Trail.

The Planning and Assessment Phase of the project is now about to get underway and the real estate purchase of the site will be finalized later this year. Upon the completion of the Planning and Assessment Phase (currently projected for February 2022), the project will move into the next phase of site restoration and development of site-specific enhancements.

## **How to Apply**

Please send your cover letter and resume by October 10, 2020 to [rclc@rclc.org](mailto:rclc@rclc.org), with Mill Bend Project Manager in the subject line.

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RCLC is an equal opportunity employer