



PRESERVING LAND AND RESTORING HABITAT FOR THE EDUCATION AND ENJOYMENT OF ALL

## **CONSERVATION DIRECTOR JOB DESCRIPTION**

The Palos Verdes Peninsula Land Conservancy (PVPLC) is a nonprofit organization, which works cooperatively with cities, property owners and environmental groups, locating funds for purchasing land, providing tax benefits for land donation, restoring habitat, and promoting the conservation of natural open space. We cover the geographic Palos Verdes Peninsula. PVPLC's mission is to preserve land and restore habitat for the enjoyment and education of all.

### **Position Summary**

The Conservation Director is responsible for planning and overseeing the Palos Verdes Peninsula's land protection, stewardship, and habitat restoration projects. This includes developing and implementing PVPLC's conservation vision, managing land stewardship activities, supporting land protection activities, overseeing the work of the stewardship staff and committees, building partnerships and the profile of the Conservancy's conservation program, and overseeing work plans, budgets, expenses, and timely invoices for receivables. The Conservation Director will also take a lead role in seeking grant funding to support conservation and stewardship projects, coordinating with City staff and stakeholders, and also oversees various PVPLC projects that take place on the Preserves or that are planning efforts. These projects can be related to habitat restoration, planning, and biological studies.

The ideal candidate will have a significant understanding of conservation principles, strong organizational skills, excellent written and oral communication skills, and will be comfortable and effective working in a highly collaborative environment. The Conservation Director must display the highest standards of professionalism, cooperation and integrity at all times and work under the supervision and direction of the Executive Director.

### **Responsibilities**

#### **I. Conservation Programs**

The Conservation Director will lead the conservation programs (stewardship, public access, and habitat restoration) and support land protection to ensure the implementation and accomplishment of PVPLC's mission and strategic plan. Activities under this responsibility include but are not limited to:

- Land Protection:
  - Supports efforts for the acquisition of land.
  - Coordinates Conservation Easement monitoring program

- Coordinates the implementation of the Rancho Palos Verdes Natural Communities Conservation and Habitat Conservation Plan's protocols
- Stewardship:
  - Oversee the stewardship program and staff to ensure all land-related management, public access/ trails, habitat restoration, monitoring and reporting tasks are fulfilled according to management objectives and various funding responsibilities.
  - Steward the conservation values of each protected PVPLC site and ensure that sound science is implemented as part of all site management plans
  - Oversee the stewardship committee and outdoor volunteer program ensuring opportunity for committee members to participate in the stewardship activities and programs.
  - Seek grant funding to support habitat restoration and trails projects

## **2. Community Outreach and Partnership Building**

The Conservation Director will help build stronger and more productive partnerships with communities and partners on a regional and national scale. The intent is to build PVPLC's organizational capacity and constituents to better impact conservation efforts and to ensure PVPLC is, and is recognized as, a preferred, reliable partner for providing protection and stewardship services, and for supporting conservation efforts. Specific duties include but are not limited to:

- Develop and enhance key partnerships with communities, businesses, agencies and conservation organizations on a local and regional scale
- Coordinate with staff and volunteers to ensure local involvement and awareness of issues and opportunities
- Represent and speak on behalf of PVPLC in assigned partner relationships

## **3. Organizational Development**

The Conservation Director will coordinate with the Executive Director to maximize organizational effectiveness and to ensure that conservation programs are both represented in and supporting of strategic goals. Specific duties include but are not limited to:

- Support fundraising and outreach efforts through event participation, public speaking, grant strategizing, input, and writing and other activities as directed
- Represent the conservation program to the board of directors and ensure that the goals of the program are clearly articulated to and understood by the board
- Represent the conservation program by supporting the strategic goals of the organization

## **4. Other**

- Expand personal knowledge and skills through self-development and growth opportunities to more stay apprised of current industry and scientific expertise, and to effectively carry out the duties and responsibilities of the position
  - Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
  - Communicates regularly with the Executive Director regarding status of current projects; obtains executive guidance and approval as required to advance initiatives.
  - Effectively enforces project standards and ensures project documents are complete, current and stored appropriately.
  - Conduct other tasks and special duties as assigned
- 

### **Specific knowledge/skills/experience:**

- A genuine enthusiasm for conservation and, in particular, the mission, goals and values of the PVPLC
  - The demonstrated ability to establish and maintain cooperative working relationships among a diverse group of individuals and organization
  - Strong organizational skills and the ability to manage multiple priorities/activities in an independent and unstructured work setting
  - Four or more years experience working for a land conservation or similar organization and/or a thorough understanding of land stewardship tools and techniques;
  - Experience in land conservation and stewardship with an understanding of Southern California conservation issues and partners. It is preferable to have an understanding of California vegetation communities and special species.
  - Knowledgeable in the best practices and emerging trends in conservation science and habitat restoration
  - Outgoing and friendly personality with the ability to meet new people easily and quickly earn their confidence, including fellow staff, board members, partners, landowners, conservationists, and media
  - Exceptional skills in written and oral communications, including public speaking
  - Proficient with Microsoft Office software products
  - Desire to work in a highly collaborative team-based environment; excellent interpersonal skills
  - Experience in grants development and management
  - Experience in Geographic Information Systems is desirable.
- 

**Reports to:** Executive Director

**Salary and benefits:** Salary commensurate with experience and skills. Employee benefits include medical, dental and 403b retirement account. Paid vacation and holidays.

**Type:** full-time, professional, supervisory. Working hours are at least forty hours per week, flexible to accommodate evening meetings and weekend workdays.

**Education requirements:** a Bachelors Degree in a pertinent field, graduate degree preferred.

**Work experience requirements:** a minimum of four years in the field of land conservation, restoration ecology, or similar professional experience.

**Working Conditions:** Office and outdoors (all seasons)

**Physical Requirements:** Ability to walk up to several miles per day over rough terrain in year round conditions.

**Travel:** Willingness and ability to travel, as required. Must possess reliable transportation for visiting properties throughout PVPLC's service area.

---

**For more information about the Palos Verdes Peninsula Land Conservancy, visit [www.pvplc.org](http://www.pvplc.org)**

**Email resume to [info@pvplc.org](mailto:info@pvplc.org)**

**Position open until filled.**