



Nature Collective

CONNECT. EXPERIENCE. PROTECT.

Habitat Management Director

Job Description

Reports to: Executive Director

Location: Encinitas, CA

Classification: Full-Time/ Exempt

Compensation: \$85,000-\$95,000

Additional Benefits: 401(k), 401(k) matching, Medical, Dental and Vision Coverage
Life Insurance, Employee Assistance Program, Monthly Employee Hikes
Competitive Sick, Vacation and PTO, Supportive, inclusive company culture

Position Summary

The Habitat Management Director is pivotal in formulating short- and long-term strategic management blueprints while actively managing the execution and evaluation of Nature Collective's habitat restoration initiatives. This leadership position oversees a team of up to 10 employees, fostering the growth and nurturing of relationships with funding partners and successfully acquiring grants to support the organization's mission and vision. The Habitat Management Director also manages the habitat management program and projects, ensuring their successful implementation and alignment with Nature Collective's goals.

Responsibilities

- Write technical grants to secure federal, state, and local funding
- Strong writing skills in a variety of styles to draft persuasive text for a variety of audiences while ensuring adherence to the funding sponsor's guidelines
- Provide analytical and technical assistance in the strategic planning and implementation of activities to build and sustain programs and services financially
- Establish and maintain positive working relationships with representatives of the community organizations, federal, state, local, or county management, colleagues, funders, and the general public
- Plan, develop, and write technical reports for grants and contracts
- Develop, implement, and monitor habitat restoration efforts and conservation strategies for sensitive species
- Oversee and guide the habitat management team, providing leadership and mentorship to a group of up to 10 individuals, ensuring adherence to all federal, state, and local regulations
- Oversight of the native plant nursery and its expansion
- Collaborate effectively with other departments to ensure educational outreach opportunities are incorporated into Habitat Restoration projects
- Attend and collaborate in staff and leadership meetings

Qualifications

- A Bachelors in Life Sciences (Ecology, Environmental Science, Botany, Biology, Fisheries, Forestry), 7-10 years of work experience in the Life Science or similar field
- Experience in Microsoft 365 (Excel, Word, PowerPoint, etc)
- **Grant Acquisition Expertise:** Proven track record in securing and managing multi-million-dollar grants within ecology, environmental conservation, or related fields. Demonstrated success in identifying, applying for, and managing grants to support nonprofit ecological initiatives.
- **Strategic Grant Development:** Proficiency in developing comprehensive grant strategies aligned with organizational objectives. Experience cultivating



relationships with donors, government agencies, and philanthropic foundations to secure substantial funding for ecological programs and projects.

- **Project Management Experience:** Demonstrated ability to oversee and manage large-scale ecological projects funded by grants, ensuring alignment with grant requirements, delivering results, and meeting project goals within established timelines and budgets.
- **Ecological Expertise:** Bringing a nuanced understanding of Southern California's habitats, flora, and fauna with expertise in native plant identification and knowledge of regional plant communities.
 - Proficient in field data collection using established methods like CNPS-Releve and CRAM and experience in sampling vegetation and habitats.
- **Financial Acumen:** Proficiency in financial management related to grant funds, including budget development, allocation, and reporting.
 - Ability to ensure financial compliance and transparency in alignment with grant guidelines and organizational policies.
- **Inclusion, Equity and Advocacy:** Excellent communication skills to articulate Nature Collective's mission, vision, impact, and goals to funders and the community.
 - Advocacy experience in promoting ecological awareness, engaging stakeholders, and building support for environmental projects and initiatives.
 - Champion diversity and inclusion initiatives to foster a workplace culture that values and respects individuals of all backgrounds
- **Adaptability and Innovation:** Agility in adapting to evolving ecological challenges and trends. Proven ability to innovate and introduce novel approaches or technologies to address ecological issues.
- **Must possess a clean driving record.**

Preferred Qualifications

- A Masters Degree in Life Sciences (Ecology, Environmental Science, Botany, Biology, Fisheries, Forestry)
- Bilingual in Spanish/English



- Qualified applicator License or Certificate

Physical Requirements

- Must be able to complete arduous work in various climates, outdoor working environments, and working conditions
- Must be able to hike up to 3 miles on rugged or difficult terrain in outdoor environments
- Must be able to work in water up to 5 feet in depth
- Prolonged periods sitting at a desk and working on a computer
- Ability to navigate independently to and around San Diego County project sites





EMPLOYMENT APPLICATION

Submit this application, a cover letter, and resume to
HR@naturecollective.org. Subject: Habitat Management Director
Applications will be accepted until February 19, 2024.

We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis of race, color, religion, sex, gender identity, gender expression, pregnancy, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information and any other characteristic protected by applicable state or federal law.

Please carefully read and answer all questions.

APPLICANT INFORMATION

<u>EMPLOYEE'S NAME (LAST, FIRST, M.I.)</u>		<u>TODAY'S DATE</u>
<u>STREET ADDRESS</u>		<u>APARTMENT/UNIT #</u>
<u>CITY</u>	<u>STATE</u>	<u>ZIP CODE</u>
<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>	
<u>POSITION APPLIED FOR</u>	<u>DATE AVAILABLE</u>	<u>DESIRED SALARY</u>
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO	HAVE YOU EVER WORKED FOR THIS COMPANY? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EDUCATION

<u>HIGH SCHOOL</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>
<u>COLLEGE</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>
<u>OTHER</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>

EMPLOYMENT HISTORY (PLEASE INCLUDE 7 YEARS OF EXPERIENCE)

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
<u>RESPONSIBILITIES</u>		

EMPLOYMENT HISTORY (CONTINUED)

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>REFERENCES</u>			
<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>COMPANY</u>	<u>PHONE NUMBER</u>
<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>COMPANY</u>	<u>PHONE NUMBER</u>
<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>COMPANY</u>	<u>PHONE NUMBER</u>

DISCLAIMER AND ACKNOWLEDGEMENT

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

<u>SIGNATURE</u>	<u>DATE</u>
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