



Nature Collective

CONNECT. EXPERIENCE. PROTECT.

Habitat Restoration Manager (Grants, Reporting and Monitoring)

Job Description

Reports to: Operations Director

Classification: Full-Time/Exempt

Compensation: \$73,000-\$78,000

Position Summary:

The Habitat Restoration Manager is central to co-leading the habitat management program. They actively manage our monitoring efforts and sensitive species studies and lead the grant writing for the habitat restoration program. The role also involves overseeing, developing, and fostering the growth of several employees, nurturing collaborative relationships with all Nature Collective departments, and managing grant reports.

Responsibilities:

- Lead the department grant writing to secure federal, state, and local funding
- Lead the acquisition of scientific information to develop effective conservation strategies within Nature Collective's managed lands
- Assist in the design and planning of restoration projects
- Manage and support the preparation of habitat mitigation monitoring plans, long-term management plans, adaptive management plans, and conservation plans

PO Box 230634 Encinitas, CA 92023-0634 | T 760.436.3944 | naturecollective.org

501(c)(3) Tax ID: 33-0358660 | Printed on recycled paper.

- Facilitate mapping, assessments, and surveys for special-status species and other sensitive biological resources at numerous sites throughout California.
- Champion organizational diversity and inclusion initiatives
- Develop, implement, and monitor habitat restoration efforts and conservation strategies for sensitive species
- Collaborate effectively with other departments to ensure educational outreach opportunities and branding are incorporated into Habitat Restoration projects
- Attend and collaborate in staff and management meetings
- Facilitate vegetation mapping, habitat assessments, and vegetation monitoring
- Facilitate and assist with sensitive and endangered species studies and surveys
- Assist in the planning and supervision of volunteer restoration events
- Guide the Habitat Management Intern through mentorship to develop their skills and knowledge in ecosystem conservation and restoration techniques
- Experience in promoting ecological awareness, engaging stakeholders, and building support for environmental projects and initiatives

Qualifications:

- Ability to lead the initiative to identify, apply, write, and manage grants to support nonprofit ecological initiatives
- Bachelor of Biology, Ecology, Wildlife Biology, Conservation Biology or 5-7 years of work experience in life science or similar field
- At least 5 years of relevant work experience throughout the California area
- Knowledge of local habitats, flora, and fauna
- Experience with field data collection, common protocols (e.g., relevé method of sampling vegetation)
- Experience and knowledge of statistical methods to analyze field-collected data
- Proficiency in financial management related to grant funds
- Proficiency in the following software or systems: Microsoft Word, Excel, PowerPoint, ArcGIS, and ArcGIS Collector; experience using GPS-related hardware
- Excellent communication skills to articulate Nature Collective's mission, vision, impact, and goals to funders and the community
- Proficiency in the English language, including both oral and written communication is required



Preferred Qualifications:

- Master of Science in Biology, Ecology, Wildlife Biology, Conservation Biology, or other closely related field preferred
- Qualified Applicator License or Certificate from the California Department of Pesticide Regulation
- 3-5 years management experience
- Knowledge of funding sources such as the Wildlife Conservation Board, Environmental Protection Agency, and California Coastal Commission

Physical Requirements:

- Physically able, with or without an accommodation, to work in an outdoor environment with uneven terrain and variable outdoor conditions, including heat, dust chemicals, moisture, dense vegetation, and dryness; position requires frequent standing/walking and lifting of 50-75 pounds; operation of vehicles; working with arms above shoulder level, climbing stairs, using portable ladders, wearing fall protection, operation of heavy, moving, or dangerous equipment, keyboard/mouse operations
- Position will include wearing associated personal protective equipment, including safety glasses/goggles, gloves, safety shoes/boots, and face shield
- Use of hand tools and machinery related to nursery and restoration projects
- 50% of work will be in the office (Mondays and Wednesdays required)
- Prolonged periods sitting at a desk and working on a computer

Travel:

- Must maintain a clean driving record and abide by the Drivers Policy
- Be able to travel independently to project site throughout San Diego County



EMPLOYMENT APPLICATION

Submit this application, a cover letter, and resume to HR@naturecollective.org.
Subject: Habitat Restoration Manager. Applications will be accepted through May 3, 2024 or until the position is filled.

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>
------------------	-------------