



## CONSERVATION SCIENCE MANAGER Employment Opportunity

### **About Pepperwood Foundation**

Pepperwood Foundation is a 501(c)3 nonprofit organization with a mission to advance science-based conservation throughout our region and beyond. Pepperwood owns and operates a 3,200-acre preserve in Sonoma County dedicated to ecological research and education. The Dwight Center for Conservation Science, a 9,400 square foot LEED-certified green building, provides the base for Pepperwood's program delivery. Pepperwood works with researchers from around the world to address challenges facing land and water managers today and we translate results into educational tools and practical solutions for our community. Pepperwood is a place where science and community come together to solve today's most pressing environmental challenges. Our goal is to ensure that humanity thrives together with a vibrant natural world.

### **Position Summary**

The Conservation Science Manager will be responsible for managing Pepperwood's team-based conservation science and planning projects. The manager will co-lead the Research and Preserve Management team with Pepperwood's Preserve Manager. The manager will design and oversee grant-funded and fee-for-service projects including long-term environmental monitoring on-site, regional collaborations with science partners, data management and analysis, and development of applied conservation science tools co-created with managers. These projects will focus within Pepperwood's key areas of applied science expertise, including watershed protection, vegetation and wildlife monitoring, biodiversity conservation, and climate change adaptation for natural resources.

This position will help shape Pepperwood's science strategies, support fundraising, and help staff to excel through effective supervision. As a member of Pepperwood's leadership team, the Conservation Science Manager will provide oversight on effective integration of our Sentinel Site, Visiting Scholars, Ecological Restoration, Citizen Science, and Conservation Action program elements as described in the "what we do" section at [www.pepperwoodpreserve.org](http://www.pepperwoodpreserve.org).

The Conservation Science Manager is a full time, exempt employee and reports to the President/CEO.

**Key Duties:** project design, proposal development and reporting, project management, funder and partner relations, and science communications. The position may supervise up to five full-time, part-time and/or temporary employees, plus potentially contractors and interns. This position also serves as a key member of Pepperwood's Executive Committee.

### **Relevant Skills and Abilities**

The successful candidate will have a broad range of skills that include the following.

- Experience implementing conservation science research.
- Excellent project management skills.

- Expertise in grant-writing and business development.
- Proven ability to manage multiple complex projects and deliver products on time and on budget.
- Experience supervising high functioning teams conducting quantitative and spatial analyses and managing data.
- Excellent analytical and science communication skills.
- Experience collaborating in the context of partnerships, networks, and/or collectives.
- Ability to provide program-level leadership, including goal-setting, budget development, and program evaluation.
- A thoughtful approach and high capacity to work in a team setting.

### **Essential Functions**

- Develop strategies with CEO to leverage and integrate long-term "Sentinel Site" monitoring, restoration effectiveness monitoring, Citizen Science, and Visiting Scholars program elements
- Develop project proposals and market Pepperwood fee-for-service consulting services
- Coordinate and implement conservation science projects, including ecological research and climate adaptation assessments
- Effectively utilize project management tools including team project plans, staff work plans, team meetings, project calendars, on-line communications platforms (Basecamp or similar), budget and hours tracking
- Coordinate and facilitate RPM team meetings with Preserve Manager
- Facilitate key partnerships with academia, agencies, media, land and water managers, and conservation action collaborations
- Facilitate science-manager workshops
- Conduct personnel evaluations and support staff professional development
- Oversee and update as needed Pepperwood's Data Management Plan
- Set priorities for results dissemination and tracking, including publications, citations, conference presentations, social media
- Create effective Conservation Science communication products
- Represent Pepperwood in the Conservation Science professional community
- Develop and implement measures of program effectiveness and impact
- Serve on Pepperwood's Executive Committee and support Board communications
- Support strong interface between science, education and communications programming

### **Ancillary Functions**

- Correspond with the public and media as requested
- Support administrative and financial tasks required of Executive Committee members and by request of Operations and Finance Manager
- Support fundraising and outreach events
- Stay current with new advances in Conservation Science and participate in professional associations

### **Essential Requirements**

- Minimum MS Degree in Conservation Science field
- Minimum 5 years experience in a related position
- Expertise in some aspect of Californian ecosystems

- Excellent analytical and written and verbal communications skills
- Highly proficient with MS Office, database management software, and the internet
- CA Driver's license and good driving record
- Field-based research experience
- Experience in data management planning and implementation including data organization, data wrangling and documentation

### **Non-essential Preferences**

- Experience managing sensor networks
- Expertise in database design, relational databases, coding and/or geographic information systems
- Experience in science interpretation or instruction
- Peer-reviewed publication record
- CPR/ Wilderness First Aid certification
- Spanish speaker
- Class B driver's license

### **Work Environment**

This position is based at the Dwight Center for Conservation Science. The position includes occasional field-work on the preserve, attendance at meetings throughout the Bay Area, some participation in night and/or weekend events, and occasional travel outside of the region for professional conferences. Central office with cubicle work-space and computer workstation, temperate climate, and office lighting. For occasional field-work at remote field locations on the preserve, the work environment includes uneven terrain, limited vehicle access and cell phone reception, is sometimes solitary, and requires managing hazards including ticks, poison oak, and rattlesnakes.

### **Physical Requirements**

For administrative duties: continuous sitting, fine finger movements, visual capacity to work with computer station, and navigating stairs. For field work: ability to hike eight miles in varying terrain, ability to perform manual labor in inclement weather, lift up to 50 lbs, and visual capacity to use binoculars, GPS unit, and field tablet.

### **Compensation**

Salary is commensurate with experience. Pepperwood offers a 403(b) retirement plan with employer contribution, health care coverage, dental, chiropractic and acupuncture care, and partial coverage of dependents. This position will require occasional travel and will involve working some weekends and evenings.

### **To Apply**

Please email your resume, cover letter, and three references with contact information to [pepperwoodpreservehr@gmail.com](mailto:pepperwoodpreservehr@gmail.com) with the subject line: Conservation Science Manager. Position will be open until filled.

Pepperwood is an equal opportunity employer and prohibits unlawful discrimination based on race, religion, color, sex, age, or marital status.