

Center for Natural Lands Management

POSITION DESCRIPTION

Conservation Plant Nursery Manager

Reports to: South Sound Program Director

Location: Olympia, Washington

Full-time, exempt: Salaried with benefits

Salary: Dependent on Experience

Application deadline: Open until filled, but for fullest consideration apply no later than March 16, 2012.



The Center for Natural Lands Management (CNLM) is a nonprofit 501(3)(c) organization, created in 1990, whose mission is the perpetual stewardship of natural and created conservation lands, sensitive species, and their resident ecosystems. Stewardship activities are currently divided between California and Washington. In the State of Washington, CNLM's South Puget Sound Program focuses on conservation of one of the rarest ecosystems in the United States, the prairie and oak woodlands of Cascadia, especially those lands and habitats within the South Sound Region. In that Region, the Program aims to protect, restore habitats, and support recovery of rare species that are candidates for federal listing.

Currently in California, more than seventy-five preserves, encompassing over 30,000 acres throughout the state, are within CNLM's portfolio, with new preserves added regularly. The preserves vary in size from three to thousands of acres and are managed under direct ownership, conservation easements, or contracts.

Central to the CNLM's mission and fundamental to its success are the principles of rigorous cost estimation for managing conservation areas in perpetuity and application of appropriate scientific information for conservation and restoration. CNLM has a well-established practice of selecting for and investing in excellent staff to fulfill its mission. Currently, CNLM is headquartered in Temecula, CA, although most senior staff reside elsewhere and communication is more often by phone and email than by in-person meetings.

Essential Functions:

The Conservation Plant Nursery Manager (Manager) will implement a project to efficiently and effectively propagate native prairie plants and seed for use in CNLM-associated restoration actions.

Comprehensive planning of propagation and nursery infrastructure will be required. The Manager will work with and lead CNLM staff, interns, contractors and volunteers in the implementation of the propagation plan. The Manager must coordinate multiple partners in the project, and will be responsible for including meeting grant requirements. Partners in the project include WA Dept. of Corrections and the Manager will need to work with crews of inmates, with a WA Dept. of Corrections crew supervisor, and to visit prisons to coordinate activities and present information.

Results from all efforts will be rigorously and systematically recorded and reported to the conservation community as appropriate. The Manger will lead outreach efforts centered on the plant nursery, interacting with and informing agency personnel, private donors and the public. The Manager must not only understand current techniques of prairie plant propagation and seed production, but must possess the ability to advance the protocols to achieve higher success rates and to be creative and innovative in increasing efficiency and decreasing production costs. The Manager must maintain all nursery and seed production stock, grounds, and facilities, which requires strenuous physical activity and irregular hours. Currently, the program is projected to produce upwards of 400,000 plant plugs and 1,000 lbs. of native plant seed annually. These plants and seed are produced primarily at two nursery sites near Littlerock, WA, Shotwell's Landing and Webster's Nursery, along with Correction Centers and contractor locations throughout WA.

RESPONSIBILITIES

- Develop funding proposals and operation plans for plant propagation that furthers the conservation goals of CNLM's South Puget Sound Program.
- Implement propagation plans to efficiently and effectively produce nursery stock and seed in a timely manner as needed by the program and its grants and contracts.
- Lead and manage a team of staff, interns, contractors, partners and volunteers to implement plant and seed production efforts. Organize equipment and other resources to successfully needed tasks.
- Maintain professional knowledge of prairie plant propagation through integrating with the prairie working groups and other suitable associations and groups. Identify information gaps that are a priority for prairie plant propagation and design and implement actions to fill those gaps.
- Participate in planning meetings as a representative of CNLM and lead public outreach and education efforts regarding the program.
- Prepare and implement annual work plans, budgets, and reports including funding proposals for onsite restoration, research, or public education projects.
- Work collaboratively with CNLM project proponents, resource agencies, consultants and other conservation organizations.
- Fulfill other duties as assigned, including assisting with restoration actions.

REQUIREMENTS

- Bachelor of Science (or Arts) degree in Agriculture, Horticulture, Natural Resource Management, Botany, or related field, or compelling evidence of equivalent experience and self-education. Masters of Science degree preferred.
- Strong knowledge of plant biology, particularly reproductive biology
- Relevant experience in plant and seed production and processing; at least three years of such experience is desirable
- Experience in management of project planning, budgeting and coordination with multiple partners and contractors. Experience supervising staff, interns and volunteers.
- Excellent social and supervisory skills with demonstrated effectiveness in working collaboratively, leading volunteer and public education efforts, and professionally representing CNLM at public and client meetings
- Proven self-starter, able to work efficiently and effectively with minimal supervision and able to appropriately use initiative to meet project goals; having the maturity and discretion to seek advice and policy guidance when needed and appropriate
- Able to prepare annual budgets and manage program activities within them
- Able to structure time effectively and meet deadlines
- Effective communication skills—both written and oral; able to prepare succinct and cogent reports and plans
- Working knowledge of GIS and GPS technologies and associated software and a working knowledge of Windows 7 operating systems and PC applications such as Microsoft Office Suite.
- Must have and maintain a valid Washington driver's license and safe driving record.
- Ability and willingness to obtain a Washington Pesticide Applicators license, become certified in First Aid and CPR and follow WA Dept. of Corrections Inmate Interaction Guidelines.
- Familiarity with native Washington plant species, through research or management.

WORKING CONDITIONS

- Regularly works at native plant nurseries and seed production fields. Hikes across, and conducts work within, native habitats and uneven ground.
- Regularly sits or stands at a desk or computer workstation.
- Regularly required to operate a CNLM vehicle
- Frequently works alone.
- Some evening and weekend responsibilities including travel
- Uses or supervises the use of pesticides, fertilizers and other chemical substances.
- Uses or supervises the use of powered equipment such as weed trimmers, and chain saws
- Occasionally lifts, positions, or otherwise moves objects weighing up to 50 pounds.

The working conditions described here are representative in part of those that will be encountered by an employee in this position. Reasonable accommodations may be made to enable individuals with disabilities to successfully function in these working conditions.

The above statements are intended to describe the general nature of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. CNLM management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

CNLM is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law

This position description does not constitute an employment agreement between the CNLM and the employee and is subject to change by CNLM as the needs of the CNLM and requirements of the job change.

TO APPLY: Qualified applicants must provide a detailed letter of interest, current resumé or curriculum vitae, two examples of professional writing (such as publications, technical or professional reports, or management plans), and three professional references (names, affiliations, and contact information only). All applications will be acknowledged.

Email these materials to: careers-cpnm@cnlm.org

If email is not possible, the application can be mailed to:

Center for Natural Lands Management
Attention: Human Resources
27258 Via Industria, Suite B
Temecula, CA 92590