

# Center for Natural Lands Management

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## POSITION DESCRIPTION



### Preserve Manager – Orange County

Reports to: Regional Preserve Manager – Orange/Riverside Counties  
Location: Orange County, California  
Full-time, exempt: Salaried with benefits  
Salary: \$48-55k  
Application deadline: Open until filled, but for fullest consideration please apply no later than January 5, 2015

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 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 Puget Sound Region. In that Region, CNLM aims to protect, restore habitats, and support recovery of rare species that are candidates for federal listing.

Currently in California, over 80 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.

The Preserve Manager – Orange County (hereafter, Preserve Manager-OC) will be responsible for a portfolio of CNLM preserves in Orange County, California. The preserves in this portfolio—currently Dana Point, Marblehead, and Coyote Hills East—occupy coastal locations and provide important coastal sage scrub, riparian, and other natural habitats. All CNLM preserves have sensitive or federally or State-listed species. The anchor preserve for this management position—Dana Point Preserve—provides habitat and protection for the endangered Pacific pocket mouse (*Perognathus longimembris pacificus*) and the threatened coastal California gnatcatcher (*Polioptila californica californica*). This preserve, with its lovely vistas and rare habitats, provides for public access (walking only) and requires diligent management to ensure that use does not conflict with protection of listed species and their habitat. See the CNLM website for preserve descriptions ([www.cnlm.org](http://www.cnlm.org)). Other preserves may be added to this portfolio over time and responsibilities may change. The Preserve Manager-OC will supervise staff as needed to fulfill stewardship needs, and interact with other CNLM stewardship staff—most closely with those in San Diego and Riverside counties—for staffing and budgeting purposes.

The Preserve Manager-OC will provide resource management in accordance with the conservation

values and regulatory requirements of each preserve. Preserves are managed as individual entities with site-specific plans, reports, and budgets. The Preserve Manager-OC oversees, and directly implements or facilitates all management activities on the preserves within the position's portfolio from budgeting through planning to implementation and reporting. This position requires maintenance of a home office for which CNLM provides a stipend. A company vehicle may be provided at management's discretion. There is a considerable degree of autonomy (and responsibility) associated with this position because of CNLM's organizational structure which focuses on preserve management rather than high levels of administration and supervision. Supervision will be provided by the Regional Preserve Manager – Orange/Riverside Counties, with interim (i.e., that position temporarily unfilled) supervision provided by the Director of Conservation Science and Stewardship. In addition to the management of the OC portfolio, the Preserve Manager-OC will contribute to CNLM's expertise and documentation of 'best management practices' for managing coastal sage scrub and wetland habitats, and rare and protected plant and animal species, particularly Pacific pocket mouse and coastal California gnatcatcher.

## **RESPONSIBILITIES**

- Provide stewardship for a portfolio of CNLM preserves in Orange County, CA, including planning, management, enhancement, monitoring, maintenance, reporting, budgeting, grant writing, and other activities
- Supervise CNLM staff (currently Rangers) and volunteers
- Provide leadership for CNLM's public services at the Dana Point Preserve, involving interaction with City of Dana Point staff and docents, conducting tours, cultivating donations, and providing a professional presence in the City's Visitors' Center
- Determine and acquire any needed contracted assistance, as portfolio budgets allow
- Monitor occurrences and populations of native, listed, and exotic species of plants and animals
- Conduct inspections of preserves for compliance with conservation easements and other management obligations
- Carry out specific preserve management activities such as vegetation management, trail maintenance, maintaining and repairing fences and posting signs, patrolling and enforcement, securing the trail at sunset, and preparing scopes of work and contracts for specific services
- Review monitoring protocols, analyze and interpret the results of monitoring activities and incorporate this information into management plans
- Develop and maintain a permanent record of preserve activities, decisions taken, and preserve conditions
- Participate in planning and community meetings as a representative of CNLM and lead public outreach and education efforts regarding the portfolio preserves
- Prepare and implement annual work plans, budgets, and reports including funding proposals for onsite restoration, research, or public education projects

- Identify any additional (beyond provided budget and work plan) important activities, develop plans, and participate in efforts to acquire additional resources
- Participate in acquiring new CNLM preserves which includes conducting PAR3© (Property Analysis Record) analyses on new properties and conducting associated field surveys and due diligence
- Work professionally and effectively with CNLM project proponents, resource agencies, consultants, and other conservation organizations
- Fulfill other duties as assigned.

## **REQUIREMENTS**

- Master of Science (or Arts) degree in Natural Resource Management, Biology, Wildlife Ecology, Botany, or related field; or compelling evidence of equivalent experience and self education that would result in understanding of core principles and ability to use statistical, preserve design, ecological, and genetic principles in preserve stewardship and decision-making
- Relevant experience in land stewardship, including application of good management practices, restoration, and management of rare or fragile species; at least three years of such experience is desirable
- Experience in management of coastal sage scrub or southern California natural habitats is desirable
- Strong background—from formal education, experience, or a combination—in wildlife ecology (particularly small mammals and/or birds) is highly desirable
- Excellent social, diplomatic, and supervisory skills with demonstrated effectiveness in working collaboratively, leading volunteer and public education efforts, and professionally representing CNLM at public and client meetings
- Ability to professionally and safely de-escalate and resolve argumentative situations with the visiting public
- Proven self-starter, able to work efficiently and effectively with minimal supervision and able to appropriately use initiative to meet habitat management goals; having the maturity and discretion to seek advice and policy guidance when needed and appropriate
- Able to quickly learn and effectively use the PAR3© (Property Analysis Record) software, including the due diligence required for proper application of this financial tool
- Able to prepare annual budgets and manage Preserve activities within them
- Able to structure time effectively and meet deadlines
- Effective and professional communication skills—both written and oral; able to prepare succinct and professional reports and plans; ability to develop well-written documents based on CNLM templates
- Ability to operate from a home office

- Working knowledge of GIS and GPS technologies and associated software and a working knowledge of Windows XP and 7 operating systems and PC applications such as Microsoft Office Suite; familiarity with statistical analyses and associated software is desirable
- Must have and maintain a valid California driver's license and safe driving record
- Familiarity with native California wildlife and plant species, through research or management, is desirable
- Understanding of basic statistical principles for designing monitoring protocols and analyzing resulting data is highly desirable
- Familiarity with federal, state, and local environmental legislation and codes such as the California and Federal Endangered Species Acts and ability to work with appropriate discretion in a context involving listed species and regulatory requirements
- Possession of US Fish and Wildlife Service permit to monitor Pacific pocket mouse and/or coastal California gnatcatcher (or other listed species within the portfolio) or the ability to quickly acquire the skills and experience that would lead to acquiring such permit is desirable.

## **WORKING CONDITIONS**

- Regularly required to hike through a variety of habitat types and terrain, walking over uneven ground, climbing over obstacles, sometimes for several hours at a time.
- Regularly sits or stands at a desk or computer workstation
- Regularly required to operate a vehicle to conduct stewardship responsibilities
- Frequently working in an environment that involves supervising employees or volunteers, managing public visitors, negotiating projects with regulatory agencies and others; Also involves working alone—in the field, as the sole CNLM representative at meetings, and at a home-office
- Not infrequent evening and weekend responsibilities
- Some travel (in addition to that related to preserve management) for meetings, including travel that may occasionally be out-of-state
- Will be required to use or supervise the use of pesticides and or other chemical substances
- Occasionally required to use or supervise the use of powered equipment such as weed trimmers, chain saws, and similar equipment
- Regularly 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.

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*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. **CNLM is an At-Will Employer; either you or CNLM may terminate your employment at any time.***

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

**Email these materials to:**

[careers-pm@cnlm.org](mailto:careers-pm@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