

POSITION DESCRIPTION

May 2024

Position Title:	Conservation Science Manager
Salary:	\$95,000-\$118,000
Location:	Sonoma County, CA
Status:	Full Time/Salaried/Exempt
Classification:	Program Manager
Reports To:	Executive Director
Deadline:	Open until filled. Interviews to begin in mid-June.

Pepperwood is seeking a **Conservation Science Manager** to join our passionate team!

Pepperwood is dedicated to generating quality science to inform the conservation and stewardship of the lands, waters, and wildlife in the North Bay region. In its first 20 years, Pepperwood has become an internationally recognized leader in conservation science and education. We are responsible for the thoughtful stewardship of our 3,200-acre nature preserve and Sentinel Site, for the benefit of wildlife and human communities.

The work of Pepperwood is guided by a [5-year Strategic Plan](#) that outlines key initiatives and objectives for (1) inspiring connections with nature and cultivating a lifelong conservation ethic among our community, (2) advancing ecological restoration practices and facilitating landscape stewardship, (3) building climate and fire resilient habitats and communities, and (4) linking landscapes for wildlife conservation. Core to the Strategic Plan is our organizational commitment to supporting inclusive, equitable, and just conservation through diverse collaborations.

Purpose of Position

The Conservation Science Manager (CSM) reports to the Executive Director (ED) and is a key member of our Leadership Team where they are expected to work collaboratively to achieve successful organizational outcomes by developing strategic priorities and ensuring decisions are based on both sound conservation science and strong relationships. Strategic and operational decisions should advance the values, vision, and mission of Pepperwood. This will require the CSM to embed the organization's values throughout their work, modeling excellence,

accountability, integrity, collaboration, and innovation, and centering on a commitment to equity.

The CSM will co-lead the Research and Preserve Management team with Pepperwood's Preserve Manager, specifically managing Pepperwood's team-based conservation science and planning projects. Key tasks include shaping Pepperwood's science strategies; supporting program fundraising; designing and overseeing grant-funded and fee-for-service projects including long-term environmental monitoring on-site; engaging in regional collaborations with science partners; supporting ecological data management, analysis, and communications; developing applied conservation science tools co-created with land managers and other stakeholders; and supervising expert research staff across disciplines. As a member of Pepperwood's Leadership Team, the CSM will provide oversight on effective integration of our Sentinel Site, Visiting Scholars, Ecological Restoration, Community Science, and Conservation Action program elements as described on our website at www.pepperwoodpreserve.org.

The position supervises up to six full-time, part-time, and temporary employees, plus contractors and interns.

Relevant Skills and Experience

Science Expertise:

- Implementing conservation science research methods and communication strategies
- Analytical and communication skills
- Long-term ecological monitoring data management

Program and Project Management:

- Project management (complex projects, deliver products on time and in budget)
- Program-level leadership (goal setting, budgeting, program evaluation)
- Grant-writing and business development

Leadership and Collaboration:

- Team leadership (supervision of high-functioning teams, quantitative and spatial analyses, data management)
- A thoughtful approach to effective teamwork
- Collaboration in partnerships and networks

Essential Functions

Strategic Program Development:

- Develop and integrate conservation programs that leverage Pepperwood's on-site monitoring programs (climate, biodiversity, restoration, land stewardship), Community Science, and Visiting Scholar initiatives
- Develop project proposals and market Pepperwood fee-for-service consulting services

Project Management & Research:

- Coordinate and implement Conservation Science projects (ecological research, climate adaptation assessment)
- Use project management tools (team project plans, staff work plans, meetings, project calendars, communication platforms, budget tracking)
- Coordinate and facilitate program meetings with Preserve Manager (program co-lead).
- Oversee Pepperwood's Data Management Plan

Collaboration & External Relations:

- Build and manage partnerships with academia, agencies, media, land/water managers, conservation groups
- Facilitate science-land manager workshops

Team Leadership & Development:

- Conduct staff evaluations, support professional development
- Foster a collaborative environment between science, education, and communication teams

Communication & Impact:

- Set priorities for results dissemination and tracking (publications, presentations, website, social media)
- Create effective conservation science communication materials
- Represent Pepperwood in the professional community
- Develop and implement measures of program effectiveness and impact

Leadership & Governance:

- Uphold values-based leadership skills
- Serve on Leadership Team and support Board communications

Ancillary Functions

- Correspond with public and media (as needed)
- Support leadership with administrative and financial tasks
- Support fundraising and outreach events
- Stay current in Conservation Science and participate in professional associations

Essential Requirements

- Master's Degree in Conservation Science field
- Minimum 5 years leadership experience
- Expertise in Californian ecosystems
- Excellent analytical and communications skills (written, verbal)
- Proficiency in Google Suite, MS Office, database software, and internet
- CA driver's license and good driving record
- Field-based research experience
- Data management experience (planning, organization, documentation)
- Ability to hike up to eight miles on uneven terrain

Non-essential Preferences

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

Work Environment: This is an onsite position based at the *Dwight Center for Conservation Science* at Pepperwood, with some flexibility to work remotely. It also entails occasional fieldwork 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 workspace: temperate climate, office lighting, computer workstation. For occasional fieldwork 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, navigating stairs. For fieldwork: ability to hike eight miles in varying terrain, ability to perform manual labor in inclement weather, lift up to 50 pounds, visual capacity to use binoculars, GPS unit, or field tablet.

Salary and Benefits: Pepperwood offers a competitive salary, comprehensive benefits package, and a supportive and collaborative working environment. The Pepperwood benefits package includes generous paid vacation, holidays, and sick leave.

Application Instructions: To be considered please email your resume, list of potential references and a cover letter to hr@pepperwoodpreserve.org. No phone calls please. In your cover letter, let us know why you value conservation in the North Bay region and why you want to be a part of our team at Pepperwood. The position is open until filled. **Applications will be reviewed starting on June 1st with interviews beginning in mid-June.**