

Central Coast Agricultural Water Quality Coalition

Senior Program Manager – Position Opportunity



The Central Coast Agricultural Water Quality Coalition (Coalition) is a non-profit 501c3 corporation which works directly with farmers and ranchers on the Central Coast, a broad geographic area that includes Monterey, Santa Cruz, San Mateo, Santa Clara, San Benito, San Luis Obispo and Santa Barbara Counties and includes the 11 major watersheds that drain into the Monterey Bay National Marine Sanctuary. The Sanctuary is the largest marine protected area in the United States, comprised of over 5,000 square miles of water off California's Central Coast. The Coalition Board of Directors is comprised of farmers and ranchers from each of the Central Coast counties.

Our Mission is: *“The Central Coast Agricultural Water Quality Coalition represents farmers and ranchers in the development and implementation of voluntary, cost-effective, producer-directed programs to protect water quality on the Central Coast.”*

Coalition staff provides a variety of services including educational workshops, water quality planning and regionally pertinent demonstration and research projects to the agricultural community and its partners. We are funded through directed action and competitive grants and through fee-for-service work performed for our constituents.

The Senior Program Manager guides the Coalition's initiatives aimed at assisting farmers and ranchers to protect water quality in the Central Coast. This senior position will be responsible for:

1. Managing grants and contracts including tracking timelines, subcontractors, deliverables, and the documentation of all backup material.
2. Developing programs to support the farmers and ranchers to meet water quality regulations and protect water quality,
3. Nurturing the relationships that have been established with the Coalition member agencies, the Central Coast Farm Bureaus, the Central Coast Water Quality Alliance (AWQA) partners, and the growers;
4. Working with the Regional Water Quality Control Board to review and comment upon proposed regulations, present the needs and issues of the growers, and assist growers to understand Regional Board proposals;
5. Developing strategies to partner with existing organizations like NRCS and the Resource Conservation Districts to build capacity for more technical assistance statewide and within regions to help private landowners implement their restoration projects;
6. Seeking and applying for funding to meet and expand programs that further Coalition goals;
7. Overseeing the day-to-day operations and support of the Coalition Board, holding Board meetings, and keeping the Board updated appropriately;
8. Working collaboratively with the Watershed Coordinators and Bookkeeper; and
9. Managing the on-going Coalition programs, contracts, grants, and administration.

The ideal candidate will be someone who:

- Has excellent interpersonal and communication skills to formulate and articulate contractual, technical, financial, and program goals with partners, growers, and the public

- Has successful experience applying for and managing grants.
- Has successful experience working with governmental agencies.
- Has successful experience managing projects and programs.
- Demonstrates the ability to perform high administrative and policy – influencing functions effectively
- Understands agricultural goals and issues
- Understands state and federal environmental goals and regulations,
- Can serve as the public face of the Coalition.
- Is a self-starter, able to define the appropriate objectives and build a plan to achieve them
- Can analyze complex problems and recommend effective courses of action;
- Is able to balance competing priorities and manage multiple time-sensitive projects/discussions with minimal direction in a fast-paced environment
- Can prepare and review reports effectively
- Demonstrates experience in a managerial capacity with responsibility for program administration, implementation, and policy development.
- Has the skill to foster positive-working relationships
- Is able to maintain poise and composure during stressful situations.
- Additional familiarity or understanding of Central Coast issues is desirable.

The Senior Program Manager is a 20-30 hour/week independent consultant position. Some job related travel is required and will be billed on a cost reimbursable basis. Applicants must possess a valid California Class C Driver's License. Salary will be commensurate with experience and qualifications.

To apply: Interested applicants should submit by December 21, 2011:

- A "Statement of Qualifications" describing the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position; and
- A resume outlining your experience and education. When preparing your resume, please be specific and provide the date(s) you worked in each program and the duties performed.

Send letter of interest and resume packet to the Central Coast Ag Water Quality Coalition, c/o MaryEllen Dick, maryellenagwater@sbcglobal.net or P.O. Box 175, Gilroy, CA 95021-0175.

Timeline: Applications will be accepted until the position is filled, however, we will begin reviewing the applications on December 22, 2011. Interviews will be held the week of January 16th.

If you would like additional information, please contact MaryEllen at 831-728-5984.