



Columbia Land Trust is seeking a **Backyard Habitat Certification Program Manager** to join our passionate team!

Since 1990, Columbia Land Trust has protected, in perpetuity, more than 29,000 acres of lands along the lower 250 miles of the Columbia River. A majority of the protection has been accomplished with land ownership, with significant holdings as conservation easements or other conservation agreements, as well as transfer of land to public agencies. The Land Trust has approximately 3,200 members in Oregon and Washington and has embarked on an ambitious plan to expand public awareness and participation in the conservation of the great lands of the Columbia River region. Columbia Land Trust's headquarters are located on the campus of beautiful Fort Vancouver, WA. For more information about us, visit our website at: <http://www.columbialandtrust.org/>

Columbia Land Trust partnering with the **Audubon Society of Portland** has created the **Backyard Habitat Certification Program** that supports urban gardeners in their efforts to create natural backyard habitats. It's through our collective efforts to revitalize urban landscapes that positive change is made. Together we make our cities a healthier place, for ourselves and for wildlife. Our community of Backyard Habitats is over 3,200 strong and growing every day. We currently work with sites throughout the cities of Portland, Gresham and Fairview, within Multnomah County, and the City of Lake Oswego. For more information about us, visit our website at: <https://backyardhabitats.org/>

SUMMARY

The Backyard Habitat Certification Program Manager is responsible for directing and overseeing the Backyard Habitat Certification Program for the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Development and Management

- Develops and implements regional urban conservation recommendations and resources to smaller scale urban properties. Focus areas include invasive weeds, native plants, pesticide reduction, stormwater management, and wildlife stewardship.
- Hire, train and supervise Backyard Habitat Technicians (contractors) who provide up to 600 yearly initial site assessments for all new applicants to the program.
- Coordinate with supervisor and local and regional stakeholders to develop and implement long-range strategic planning of the program.
- Works with Development Director and program partners to develop program budget. Oversees program budget; reports progress or variances to Development Director and internal and external stakeholders.
- Work with program partner to develop annual fundraising plan for program. Provide support to write and review grants; tracks grant management and metrics for particular projects/budgets.
- Coordinate the Backyard Habitat Landscape Directory through recruitment, training, and oversight of these companies.

Outreach

- Performs community outreach efforts including presentations, attending neighborhood association meetings, meetings with agency staff, creating newsletter content and announcements, sending messages, and information through social media channels.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with contractors, political figures, agencies, stakeholders, and co-workers. Includes the ability to communicate effectively and remain calm and courteous under pressure.
- Manage and solicit a portfolio of prospective donors who are participants with the Backyard Habitat Program
- Respectfully takes direction from Development Director.

SUPERVISORY RESPONSIBILITIES

- Supervisory responsibilities for the Backyard Habitat Technicians
- Manages the work flow and processes of volunteers, contractors, and other partners/resources, as required.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in biology or ecology from four-year college or university
- 3-5 years of related experience in environmental education, and conservation science within a natural resources field or equivalent combination of education and experience.

The salary for this position will be \$54,000 - \$58,000 per year, depending on experience.

For consideration, please email your resume, list of potential references and a cover letter with relevant experience to: jobs@columbialandtrust.org by June 1, 2016. We will only contact candidates who are invited for an interview.

Columbia Land Trust is an EEO employer. For more information about us, please visit: <http://www.columbialandtrust.org/>