



Employment Opportunity

TITLE: Executive Director, Exempt, Category L

SALARY: The salary range for which is approximately \$7,261 - \$7,852 per month and is subject to the 5% Governor's mandated Personnel Leave Program. Salary will be dependent on the qualifications/experience of the successful candidate.

FINAL FILE DATE: February 25, 2013 @ 3 PM or until filled.

JOB DESCRIPTION: Generally, the Executive Director oversees all aspects of The Coachella Valley Mountains Conservancy's (CVMC) functioning as a state agency within the Natural Resources Agency. CVMC's primary activity is land conservation, which it accomplishes through a local assistance grant program to non-profit organizations and local governments for land acquisition, and through partnership acquisitions with other entities, e.g. Wildlife Conservation Board and the Bureau of Land Management. CVMC's territory includes all of the Coachella Valley in Riverside County, and the surrounding mountains. The Executive Director's responsibilities include the following:

- Coordinate with and assist various land conservation programs in the Coachella Valley. This includes working with federal agencies such as the Bureau of Land Management and United States Forest Service, other state agencies such as Wildlife Conservation Board and State Parks, local cities and the County of Riverside, and various non-profit organizations and foundations. Activities include establishing acquisition priorities, contacting landowners, negotiating purchases, and identifying and securing acquisition funding sources.
- Implement CVMC's local assistance grant program for land acquisition, including project identification and review, preparation of proposals for consideration by the Governing Board, and ensuring implementation of grant agreements.
- Oversee, coordinate, and facilitate land acquisition transactions, including obtaining and ensuring review of appraisals, landowner contacts, all aspects of escrow transactions, and inter-agency coordination.
- Per contract, manage and facilitate the land acquisition program of the Coachella Valley Conservation Commission as part of implementation of the MSHCP.
- As needed, identify and secure non-state funding sources for CVMC's operations to supplement the funds received from the State.
- Facilitate the development of other acquisition funding sources in the Coachella Valley by coordinating with the U.S. Fish and Wildlife Service and California Department of Fish and Wildlife on Section 6 Cooperative Endangered Species Conservation Fund grants, and pursuing other grant opportunities including Environmental Enhancement Mitigation Program, Habitat Conservation Fund, etc.

- Oversee preparation of CVMC's annual support budget and capital outlay budget, and ensure that all required financial, personnel, contracting, and other reports and forms are submitted to the state on an ongoing basis.
- Supervise the preparation and distribution of agendas, minutes, and agenda materials for Governing Board meetings.
- Draft policies for consideration by the Governing Board, and execute policies adopted by the Governing Board.
- As needed, represent the Conservancy in relations with the general public, community groups, media, and other interest groups.
- Perform other duties as needed.

Desirable Qualifications:

- A Bachelor's degree is required.
- Proven general managerial skills.
- High level of drive and self-motivation with a focus on succeeding under challenging conditions.
- An experienced administrator who has proven ability to successfully manage contracts/consultants to meet project requirements.
- Outstanding communication skills, both written and verbal.

CONSERVANCY BACKGROUND: CVMC has three full time positions: Executive Director, an Associate Governmental Program Analyst and a Staff Services Analyst. The current Executive Director intends to leave in February 2013; CVMC's Governing Board anticipates being able to fill the Executive Director position at that time.

CVMC receives approximately 75% of its support funding from the State; it generates the remaining portion of its operating revenue from contract work for non-state entities. In the past this has included preparation of the MSHCP, assisting entities with their acquisition programs, and trails planning and development. Presently, CVMC has a contract with the Coachella Valley Conservation Commission to provide Acquisitions Manager services to assist the Commission with implementation of the MSHCP. CVMC has received capital outlay bond funds for land acquisition from Propositions 12, 40, and 84.

The Governing Board consists of 21 members (**20 voting, 1 non-voting**): See CVMC website for Board make up.

The Board meets approximately six times a year under the leadership of a Chair and Vice Chair elected by the Board. The Board appoints the CVMC's Executive Director.

For additional information about CVMC, please see www.cvmc.ca.gov. Additional information about CVMC may also be found in Public Resources Code Sections 33500 – 33806. Interested persons may also wish to visit www.cvmshcp.org to learn more about the Coachella Valley Multiple Species Habitat Conservation Plan/Natural Community Conservation Plan (MSHCP) because of the CVMC's role in helping to implement the plan.

COMPENSATION AND BENEFITS: As an employee of the State of California, the Executive Director also receives a comprehensive benefit plan including, but not limited to:

- Retirement: California Public Employees Retirement System (PERS) 2% at 55 Plan; employee contribution required.
- Insurance: Health, dental, vision, and life insurance programs provided. Employee contributions may be required depending on programs selected.
- Leave Allowance: Vacation and sick leave benefits provided, 11 holidays observed.
- Additional information about benefits available can be viewed on the State Personnel Board website.

APPLICATION PROCESS:

Interested persons should send a letter of interest and resume to the Coachella Valley Mountains Conservancy (CVMC), 73710 Fred Waring Drive, Suite 205, Palm Desert, CA 92260, or by email to kgodfrey@dc.rr.com or call (760) 776-5026.