

Sierra Nevada Forestry Partnership Program Director Job Description



SIERRA NEVADA ALLIANCE

Keeping light in the range.

Position Description:

The Sierra Corps Forestry Program places Fellows at environmental non-profits and agencies across the Sierra to increase pace and scale of forest health projects. Fellows will conduct restoration, monitoring, permitting, economic development, environmental education, and increase community stewardship through volunteerism. The Sierra Corps Program Director will lead program implementation and execution to ensure all stakeholders have an exceptional experience. The Program Director is responsible for implementing a strategy to successfully recruit and retain high-quality Fellows and partner host-sites. The Program Director is also responsible for developing and maintaining effective relationships with key site contacts and members to ensure successful Sierra Corps implementation. Additionally, the Program Director is responsible for ensuring the program meets all standards and requirements of funding grants.

Responsibilities and Activities:

- Lead the recruitment process of Fellows, including posting open positions, recruiting, screening and interviewing prospective candidates and selection of members
- Develop and finalize policies, and procedures
- Complete required preparatory online & in person trainings for all Sierra Nevada Conservancy grant leadership roles
- Take lead role in writing all related grants, including continuation grants
- Take lead on offsite member supervision, including monthly check in calls, yearly site visits, regular email communication, and troubleshooting any issues that may arise
- Conduct site visits to provide technical assistance to Site Supervisors, interview members, and review records systems for adequacy and compliance
- Monitor Host Sites to ensure project requirements and objectives on a timely basis and for compliance
- Take lead role in gathering and analyzing required data for and writing all related grant reports
- Assist in long term program evaluation process. Assist with the design and development of special studies to investigate unique aspects of the program
- Function as Grant Manager for all program grants
- Create clear, open, and frequent communication lines with all grants program officers
- Oversee Administrative Assistant to ensure completion and organization of fellow files
- Work with Administrative Assistant to maintain data records, including performance measures and documentation of hours
- Take lead on the enrollment process of members into the Alliance online systems
- Attend required monthly in-person and online meetings for all programs

- Complete all paperwork in a timely manner to stay compliant with all grants
- Ensure proper documentation is kept on file for the program and all members
- Maintain an in-depth familiarity and understanding of all grants requirements and deadlines
- Ensure performance measure and contract fulfillment
- Work with Financial Manager on budget related issues and amendments
- Manage due dates and deadlines for grant and financial reporting.
- Write grants for the continuation and growth of the program.