



Project Manager Job Announcement

Reviewed: 12/02/25

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Job Summary

The Project Manager carries out various administrative and outreach tasks, supports the effective implementation and management of conservation programs and projects, ensures projects align with the strategic plan, goals and objectives, and policies and procedures established by the Executive Director and Board of Directors. The Project Manager is an at-will position that serves as a face of the District in its dealings with agricultural, regulatory and environmental communities, and the public at large. The position requires strong organizational skills, problem-solving abilities, and a desire to learn.

Classification: Full-time, Salary

Compensation: DOE

Benefits: Accrued vacation, sick leave, paid holidays, and health insurance

Reports to: Executive Director

The Project Manager should be civic-minded and enjoy interacting with diverse communities, work well with a dynamic and collaborative team, as well as independently, and have strong time management and prioritization skills to ensure effective project planning and implementation. The position requires the ability to seek, implement, and coordinate grant opportunities addressing working lands and natural resource concerns. In coordination with the Executive Director, the Project Manager is also responsible for securing funding for his/her position.

This position is funded by a State Coastal Conservancy capacity grant, with funding secured through June 2027.

Key Responsibilities

- Fiscal and Administrative
 - Identify and pursue funding opportunities to secure financial resources that are consistent with the District's mission and strategic goals
 - Oversee project budgets, timekeeping, and recordkeeping to ensure they conform to accounting policies and grantor requirements
 - Prepare reports, budgets, and agendas, and other administrative tasks related to project management, including meeting coordination and facilitation
 - Keep abreast of all federal, state, and local laws, ordinances, general plans, and policies that affect conservation work within the District.
- Outreach and Project Leadership
 - Represent the organization among stakeholders, funders, regulatory agencies, resource partners, non-governmental organizations, and broader community
 - Build and maintain relationships with funders, ensuring the organizations meets or exceeds revenue goals to support programs and operations
 - Maintain thorough knowledge of current and newly emerging issues affecting agricultural operations and the natural resources in the District Area, on the Central Coast, and Statewide.
- Wildfire Technical Assistance

- Adhere to the requirements of the State Coastal Conservancy CRCD Wildfire Resilience Collaborative Capacity Enhancement grant
- Attend appropriate trainings or workshops, where relevant, to stay apprised of fire-related best practices, network with key agencies and other representatives, and learn of new technologies and land stewardship activities that may contribute to fire prevention
- Elevate the technical assistance of existing (and potential) CRCD projects that support vegetation management strategies that reduce wildfire risk and improve ecosystem function, such as prescribed grazing initiatives, carbon sequestration, and habitat restoration

Qualifications

- Bachelor of Science degree preferred
- Must possess a valid and active California Class C Driver’s License
- Financial acumen, including budgeting and reporting
- Exceptional written and oral communication and interpersonal skills
- Demonstrated commitment to community resilience, networking, and building partnerships across diverse stakeholders
- Familiarity with wildfire, vegetation, and natural resource management techniques and practices

Location and Work Area

The Cachuma Resource Conservation District (CRCD) office is located 920 East Stowell Road, Santa Maria, CA 93454. The principal work area includes all of Santa Barbara County and those parts of the CRCD that are in San Luis Obispo and Kern Counties.

About Cachuma RCD

The Santa Barbara County Local Agency Formation Commission (LAFCO) formed the Cachuma Resource Conservation District (CRCD) in September 1992 by consolidating the Santa Barbara, Santa Maria, and Cuyama Resource Conservation Districts. In July 1996, LAFCO further consolidated the CRCD with the Lompoc Resource Conservation District establishing a single county-wide agency that provides services and education to stakeholders promoting land stewardship that results in the enhancement, protection, and sustainable use of natural resources, natural habitat, and working lands.

CRCD is almost entirely grant funded for the planning and implementation of a variety of resource-related projects and programs, such as wildfire resilience, on-farm best management practices, invasive plant erosion identification and control, water quality and conservation, carbon farming, and native plant and habitat projects.

Application Process

To apply, please submit your resume, cover letter, and three professional references to executivedirector@rcdsantabarbara.org with “Project Manager Job Announcement” in the subject line. CRCD is an equal opportunity employer.