

**Position Description****Department:** Conservation Connect**Title:** Lake Tahoe West Senior Project Lead

**National Forest Foundation (NFF)** is pleased to offer a regular, full-time position at its office in South Lake Tahoe, California.

**About the NFF:** The NFF works with communities and organizations to conserve and enhance the watersheds, wildlife habitat, wild places, and recreational opportunities across our 193-million-acre National Forest System. The NFF seeks to engage all Americans in this work.

**Position Function:** In this role, we are seeking a dedicated Lake Tahoe West Senior Project Lead who will provide overall strategic project leadership and facilitation, mediation, and project management for several project teams; and who will focus on leading the Lake Tahoe West Restoration Partnership through project planning and permitting (<https://www.nationalforests.org/laketahowest>).

The goal of Lake Tahoe West is to restore the resilience of the forests, watersheds, recreational opportunities, and communities on Lake Tahoe's west shore. The landscape includes 60,000 acres of federal, state, local, and private lands, from Emerald Bay to Squaw Valley. The Partnership will complete a science-based Landscape Restoration Strategy in summer 2019 and begin project planning in fall 2019. The Lake Tahoe West structure utilizes multiple technical, leadership, and stakeholder teams to achieve project goals.

The Lake Tahoe West Senior Project Lead will be supervised by the NFF Director, Conservation Connect, and will work as part of a three-member NFF staff team to support the multiple teams and activities of the Lake Tahoe West project. Besides conducting overall strategic planning and leadership for the project, the Lake Tahoe West Senior Project Lead will facilitate regular meetings of and manage select project teams and committees. These include stakeholder committees and project teams responsible for project leadership and for environmental planning.

The Lake Tahoe West Senior Project Lead will be responsible for overall strategic guidance; project leadership; and facilitation, mediation, and project management for select teams. Two NFF staff based in South Lake Tahoe will provide additional project support, including project management and facilitation of select teams and administrative support for website updates, meeting notes, scheduling, and other similar tasks.

The Lake Tahoe West Senior Project Lead will work closely with the NFF Northern California Program Manager, who will serve as lead facilitator and project manager for technical teams and communications efforts. The Northern California Program Manager will also function as program manager and retain primary responsibility for tasks related to communications, grant writing, and managing grants and subcontracts, with guidance and direction from the Lake Tahoe West Senior Project Lead.

## **Position Duties and Responsibilities:**

Specific facilitation-related duties of the Lake Tahoe West Senior Project Lead include:

- Draft and revise meeting agendas and related materials for several interagency and stakeholder teams;
- Facilitate meetings impartially per the tenets in the Charter, including balanced participation, mutual understanding, shared responsibility, and good-faith interest-based negotiation;
- Oversee development of meeting summaries for all team and stakeholder meetings;
- Oversee the identification, distribution, and tracking of agency team and stakeholder action items;
- Liaise with agencies and stakeholders in between meetings to advance and build consensus for work products. Ensure an effective stakeholder and community engagement process;
- Communicate on a regular basis with leadership of each participating agency;
- Structure and facilitate joint fact-finding and interest-based mediation as needed;
- Strategize and provide recommendations for how to capitalize on the strength of the process, ensuring alignment with state and federal mandates and funding opportunities;
- Strategize to address any emergent challenges in the process.

Corresponding project management duties include:

- Anticipate the near-term tactical next steps and mid- and long-term strategic next steps in the process, and ensure that the various teams coordinate and integrate their efforts. Develop and closely manage an overall project work plan to effectively integrate and sequence the activities and work products of multiple project teams;
- Periodically update major project management documents including interagency cost estimates;
- Serve as a point of contact for queries from other agency representatives, other public audiences, and the press and media;
- Provide strategic guidance to the Northern California Program Manager on facilitation and project management of Lake Tahoe West technical teams, communications efforts, and grant proposals;
- Oversee project tasks performed by the California Program Associate including note-taking, meeting summarization, scheduling, and updating of administrative materials;
- Coordinate with the Program Manager to ensure that all grant deliverables and other reporting requirements are met on time and within budget.

**Education and Qualifications:** The NFF expects the Lake Tahoe West Senior Project Lead to possess the following educational and experiential qualifications:

- **Education:** Bachelor's Degree in conservation, forestry, planning, environmental science or related field, and a graduate level degree preferred;
- **Experience:** Five plus years of field work experience preferred;
- **Facilitation:** Extensive facilitation experience with strategically leading, facilitating, building consensus, and securing agreements in interagency and stakeholder processes that involve the U.S. Department of Agriculture, U.S. Forest Service or other federal, state, and local public land management agencies. Must have demonstrated experience facilitating executive teams and managing stakeholder processes with high political visibility and sensitivity;

- **Project Management:** Extensive experience serving as project manager for collaborative processes involving multiple agency and stakeholder teams. Will preferably have training in project management from an accredited institution or training provider;
- **Forest and Watershed Management:** Demonstrated experience with forest and watershed science, policy, and management. Prefer experience with fire science, vegetation management, wildlife conservation, meadow and stream restoration, cultural resources, air quality, and climate change;
- **Planning and Regulation:** Demonstrated experience with state and federal forest and watershed planning and regulatory processes, including the California Environmental Quality Act, National Environmental Policy Act, and water quality regulations. The Lake Tahoe West Senior Project Lead will not write environmental documentation or permits but must understand and coordinate collaborative input into environmental planning and analysis processes;
- **Science:** Demonstrated experience working with scientists to integrate scientific work products into management decision making.

**Abilities and Skills:** NFF expects the Lake Tahoe West Senior Project Lead to possess:

- Dynamic systems, integrative, and landscape-scale conservation thinker, including knowledge of barriers related to forest conservation and restoration and how to overcome them from a practical, administrative, and/or resource management point of view;
- Propensity to work with a wide range of people with differing and sometimes conflicting opinions;
- Prepared to work well, and be flexible in, a team-oriented environment;
- Ability to represent the NFF in a clear and professional manner through excellent written and oral communication, and interpersonal skills;
- Capable in terms of paying attention to detail, as well as working in a timely and well-organized manner.

**Compensation:** The NFF offers a competitive salary schedule based upon experience.

**To Apply:** Please provide the below-listed materials in electronic PDF format to Sheree' Bombard, Director, Administration at: [sbombard@nationalforests.org](mailto:sbombard@nationalforests.org). **Please note in subject line:** "Lake Tahoe West Senior Project Lead".

1. Cover letter, no more than two pages in length;
2. Curriculum vitae or résumé for the applicant;
3. Statement of qualifications, no more than three pages in length, that addresses the qualifications enumerated above, including experience strategically leading interagency and stakeholder processes.

**Applications must be received by email no later than May 15, 2019.**

*The National Forest Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search.*

*For more information about the National Forest Foundation visit the Web site at:*  
<http://www.nationalforests.org>