



ORGANIZATION

The Wildlands Conservancy (TWC) is a private nonprofit public benefit organization dedicated to preserve the beauty and biodiversity of the earth and to provide programs so that children may know the wonder and joy of nature.

PRIMARY WORKSITE

This position will be working with TWC leadership to oversee our conservation, restoration and public access work in the Eastern Sierra region, and directly overseeing our Two Rivers Preserve, a spectacular 2,483 acres at Sonora Junction in Mono County, and our West Walker River Preserve is 89 acres of riverfront lands by Coleville, CA that is anticipated to grow by an additional 1300 acres. This is a hybrid position with remote work and frequent travel to the properties within the Eastern Sierra Nevada Region.

THE POSITION

The Regional Director role oversees all Preserve operations for the Eastern Sierra Nevada Region. The position is responsible for public engagement, conservation advocacy, and community outreach. Actively represents and promotes The Wildlands Conservancy's mission to visitors, local residents, community groups, and government and business entities. The position involves regular communication and decision-making with Headquarters personnel and the Executive Team, as well as other managers/directors across the organization. The role requires the ability to work autonomously and exercise sound judgment in advising management, planning, contributing to policy development, and improving regional operations. Success in this role requires proactive communication, strong organizational skills, and personal accountability for assigned projects. Reports directly to the Executive Director.

ESSENTIAL FUNCTIONS

Community Representation & Public Contact

- Actively represents and promotes Wildlands' mission and interests with visitors, community groups, residents, government agencies, and local businesses.
- Greets visitors, provides information and access to the public, ensures visitor safety, and enforces Preserve rules and regulations.
- Supports and fosters the Behold the Beauty Association across the Region.
- Demonstrates excellent interpersonal and communication skills and effectively manages difficult or confrontational situations.

Visitor Safety & Compliance

- Conducts regular trail safety inspections and responds to emergencies or accidents; prepares required reports.
- Obtains and maintains state, county, and local permits (e.g., hazardous materials, well inspections, other site-specific permits).

Operational Planning & Resource Management

- Assists the Regional Director in developing comprehensive work plans, documentation, schedules, and monitoring contractor/consultant progress to ensure quality control.
- Ensures efficiency through effective resource planning, productivity, and allocation.
- Ensures regional expenditures remain within budget.

Volunteer & Community Programs

- Manages the Region's Volunteer Program, organizing volunteer efforts related to wildlife studies, inventories, surveys, trail maintenance, restoration projects, and recreation improvements.

Staff, Contractor & Leadership Support

- Follows up with (future) staff and contractors to ensure directives from Executive Leadership and the Regional Director are clearly communicated and completed on time.
- Communicates job expectations, monitors performance, coaches and mentors employees, and enforces policies, procedures, and productivity standards. Approves timecards, PTO requests, and staff schedules.
- Collaborates with HR on recruitment, onboarding, training, and maintaining a safe and compliant workplace.

Habitat Restoration & Stewardship

- Oversees and assists with habitat restoration programs.
- Identifies and documents rare or endangered species; identifies non-native or invasive species, prioritizes removal efforts, and supports ecological restoration strategies.

Grazing Management

- Oversees the Region's Grazing Management Program; maintains communication with grazing lessees and ensures records are current.

Ranger & Field Duties

- Performs Ranger responsibilities and executes directives from the Regional Director; provides regular updates and feedback.
- Conducts maintenance, compliance, and improvement projects, including trail work, signage, facilities upkeep, and equipment/vehicle maintenance.

Maintenance, Facilities & Public Access Improvements

- Conducts and oversees maintenance tasks, compliance activities, and improvement projects.
- Works with Wildlands' design team to develop additional public access amenities.
- Performs trail building and maintenance, signage and boundary posting, building and facilities upkeep, and equipment/vehicle inspection and maintenance.

Administrative & Reporting Responsibilities

- Manages regional research and record-keeping, including visitation tracking, volunteer hours, inventories, trainings, and project documentation.
- Maintains accurate data input, correspondence, and reporting.

Safety & Training

- Participates in the Safety Advisory Committee and ensures completion of required OSHA/Cal-OSHA and internal safety trainings.
- Promotes safety awareness, updates procedures, conducts trainings, performs inspections, and maintains compliance records.

Public Speaking & Representation

- Represents The Wildlands Conservancy at public events and speaking engagements.

Other Duties

- Performs other duties related to regional management and land stewardship as assigned.

QUALIFICATIONS

- Four years of previous related experience, preferably with a nonprofit organization.

- Bachelor's or Master's Degree in one of the following fields: Business, Biology, Environmental Science, Botany, or Land/ Resource Management.
- Ability to operate a motor vehicle, a valid Driver's License, and the ability to be insured under TWC's auto insurance policy per the Driver Acceptability Standards.
- Pass and maintain Live Scan criminal history background check, pre-employment physical, and drug screen.

COMPETENCY REQUIREMENT

- Effective management techniques, including the effective use of leadership and decision-making.
- Knowledge of Wildlands personnel policies, applicable laws about wage and hour, and other county, state, and federal regulations.
- Operates with excellence in mind in all matters, with the confidence to defend/debate ideas without ego interfering.
- Ability to exercise tact and diplomacy in organizational settings.
- Able to interact with a variety of individuals or groups that represent a diversity of values, opinions, or beliefs.
- Proficient in computer applications; online timekeeping system, e-mail, and Google Workspace.
- Willingness to grow, adapt, and develop as a professional.

PHYSICAL DEMANDS

- Perform work outdoors in all weather conditions and at a variety of altitudes.
- Hike a minimum of six miles in uneven terrain, in all weather conditions.
- Competently and safely operate 4X4 vehicles in extreme road conditions.
- Skillfully perform duties related to carpentry, landscape maintenance, and operating tractors.
- Perform routine standing, sitting, reaching, bending, kneeling, speaking, hearing, seeing, and operating a motor vehicle; perform standard work functions such as typing, learning, and speaking on radio, telephone, and in person. Lift, carry, pull, and push a minimum of 50 pounds.

CLASSIFICATION & PAY SCALE

Starting rate is \$30.00 per hour, non-exempt, full-time, 40 hours per week (five 8-hour shifts) with a full-time benefits package which includes medical, dental, vision, 401(k), flexible spending account, voluntary life & AD&D insurance, Employee Assistance Program, paid vacation, sick, bereavement, jury duty, and holiday time. *In accordance with California's pay transparency requirements, the pay scale for the position is \$30.00-\$35.00 per hour.*

EQUAL EMPLOYMENT OPPORTUNITY

The Wildlands Conservancy is an Equal Opportunity Employer. We are committed to fostering an inclusive workplace that embraces diversity in all forms. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin, ancestry, sex, gender, gender identity or expression, sexual orientation, age, disability, medical condition, genetic information, marital status, veteran status, or any other characteristic protected by federal, state, or local law.

We encourage applicants from all backgrounds to apply and join us in preserving the beauty and biodiversity of the Earth for future generations.

AT-WILL EMPLOYMENT

Employment with The Wildlands Conservancy is at-will. This means that either the employee or the organization may terminate the employment relationship at any time, with or without cause or advance notice, subject only to applicable legal requirements. Nothing in this job flyer or in any TWC policy, guideline, or communication shall be interpreted as creating a contract of employment or altering the at-will nature of the employment relationship.

HOW TO APPLY

To be considered for this position, email your cover letter expressing why you make the ideal candidate, along with your resume, to jobs@wildlandsconservancy.org.