



**Rare Plant Program Manager
Job Announcement
April 15, 2016**

About CNPS

Founded in 1965, the California Native Plant Society (CNPS) is a science-based non-profit dedicated to increasing understanding and appreciation of California's native plants, and to conserving them and their natural habitats. The Society is headquartered in Sacramento. CNPS has around 9,000 members organized in 35 chapters, including the newly-formed Bryophyte and Baja California Chapters.

About This Opportunity

CNPS is seeking a Rare Plant Program Manager to develop and implement a portfolio of plant science projects guided by the CNPS Strategic Plan. As Manager of the CNPS Rare Plant Program (RPP), they develop and maintain information about rare plants in California, promote the use of sound science in plant conservation, and expand botanical capacity among professionals and volunteers working to document our remarkable flora.

The position is office-based, but there is ample opportunity to participate in field work throughout California. The work requires an individual who is enthusiastic about sharing their knowledge of and passion for California plants. The Manager will work with CNPS volunteers to implement and support citizen science in these areas at the chapter level. They will be responsible for coordinating the RPP team to scope projects; develop funding and manage budgets; train and engage volunteers and professionals; prioritize species/populations/sites; build the Locally Rare Plants initiative; and report to funders and the public.

This is a unique opportunity to be at the center of some exciting and truly important projects. The Rare Plant Program Manager will be central to continued growth of the CNPS Rare Plant Treasure Hunt (RPTH), which in five years mapped 2,500 rare plant occurrences of which 30% were new discoveries! They will advance the California Plant Rescue partnership, which is seed banking all of California's rare plants. They will ensure collection of tissue for sequencing by researchers, support assessment of taxa to determine extinction probability, and participate in prioritizing taxa and populations for field assessment or conservation action. The Rare Plant Program Manager will work with other staff to develop and provide trainings and materials to significantly expand botanical capacity and collections in California. The Manager will provide staff support to develop and implement the Consulting Botanist Certification, and will lead in promoting the certification statewide in the public and private sectors.

The Rare Plant Program benefits from the hard work of dedicated staff and committed volunteers. The successful candidate will have a clear vision for the big picture strategy behind our work, and an ability to coordinate details. For the right person, one able to manage a team as well as work independently, this is a rare chance to accomplish important science and advance enduring conservation of California's unique and wonderful flora.

Representative Responsibilities

Develop and Manage Projects

- In coordination with other RPP staff and Executive Director, develop goals and objectives for new and current projects, develop budgets, timelines, and track the status of those projects.
- Assist with securing funding through obtaining contracts, grants, donations, and alternative funding sources such as crowdfunding.
- With support from staff, negotiate and review grants, contracts, and agency agreements.
- With field staff plan field work, hire and schedule staffing, and coordinate project implementation.
- Supervise staff to ensure tasks are completed and grant/contractual obligations are met. Coordinate with staff and funders to adjust project details as necessary.
- Ensure completion of data analysis, evaluation of projects, and dissemination of results. Write progress and final reports for funders. Share project reports with committee members, CNPS leadership, partners, and stakeholders.

Engage and Support Volunteers and Partners

- Engage, listen to, and work cooperatively with CNPS chapters, volunteers, and partners.
- Expand the volunteer community by recruiting new individuals, engaging new volunteer groups, including students, and supporting involvement of underrepresented communities.
- Support staff and volunteers by promoting field safety practices; developing and providing training; developing and distributing rare plant survey assignments (including maps and targets); assisting with acquisition of collecting permits; and providing volunteer support.
- Develop and update reference materials and curricula for training workshops.
- Ensure detailed planning for all aspects of volunteer events.
- Work with CNPS administrative staff to track volunteer efforts, interests, and capabilities, and to inform volunteers of opportunities.
- Lead and co-lead rare plant survey trips and training events with volunteers and partners.
- Work with Communications staff to publicize events and communicate successes to CNPS chapters and the public via email, websites, newsletters, blogs, broadcast, and social media.
- Foster relationships with experienced botanists who can assist with field trips and trainings.
- Expand relationships with other organizations, agencies, land trusts, and private land owners to secure site access, cultivate partners and funders.
- Serve as a representative of CNPS and the Rare Plant Program inside and outside CNPS.

Advance Rare Plant Science

- With the Rare Plant Botanist, Committee members, and other experts, compile and analyze rare plant data to prioritize taxa and populations for field surveys, listing petitions, and other activities.
- Adopt, synthesize, or develop maps, identification materials, survey protocols, and other resources to support field work performed by colleagues and volunteers.
- Support Rare Plant Botanist in completing rare plant status reviews to maintain updated ranks, including: assessing data and completing field surveys to identify taxa in jeopardy of extinction; obtaining data to reassign Rank 3 taxa; assessing ranks of newly described/circumscribed taxa.
- Provide staff support for the new Professional Botanist Certification project.
- Represent CNPS at professional conferences and meetings.
- Maintain relationships with botanists, academia, agencies, NGOs, CNPS members, volunteers, land trusts, land managers, private landowners, and funders.
- Complete field work and other activities as required to ensure project success.
- Maintain expertise in California botany.

Representative Qualifications

- Master's degree in botany or related field, or undergraduate degree with 10+ years' experience.
- Broad botanical knowledge, including plant identification and conservation biology. Experience with California native plants is preferred.
- Strong grant writing and reporting experience, with a proven record of funds development.
- Extremely strong volunteer development and coordination experience.
- Excellent writing and verbal communication skills.
- Experience hiring and supervising staff and contractors.
- Strong project management experience.
- Skill at working with volunteers and supporters to accomplish challenging projects, while keeping it a fun and fulfilling experience that builds joy and goodwill inside and outside the Society.
- Strong computer literacy and data entry/analysis proficiency.
- Knowledge of GIS and spatial data tools, or experience managing personnel performing such work.
- Strong analytical, organizational, and time management skills, with excellent attention to detail.
- Ability to independently and efficiently plan and manage multiple complex projects simultaneously.
- Ability to work independently and as part of a team; ability to be a self-starter and exercise mature judgment; belief that CNPS is a Society in which every individual is unique and valuable.

Please Note if You Possess These Additional Desired Skills

- Fluency in Spanish.
- Familiarity with ESRI ArcGIS, or database expertise.
- Experience scoping or developing online databases or web applications.

Physical Requirements

This job requires prolonged sitting, use of computer and mouse, and ability to participate in field trips including traveling uneven trails with variable grade. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Job Requirements

- Work requires travel throughout California. Work travel is reimbursed.
- Some evening and weekend work is required to meet deadlines or to participate in meetings.
- A valid California driver's license is required, with proof required annually.

Status and Supervision

This is an exempt, full-time staff position eligible for benefits, based at CNPS offices in Sacramento or possibly a new Berkeley office. Position is supervised by the Executive Director, and will supervise staff and contractors, including the RPTH Coordinator, Rare Plant Botanist, Assistant Botanist, and seasonal staff and contractors.

Compensation and benefits

This is a key position and compensation is commensurate with qualifications and experience. CNPS offers competitive benefits, including full payment of employee health insurance premiums, life insurance, retirement match, and paid holidays and vacation.

To Apply

Please submit cover letter, résumé, and three professional references to jobs@cnps.org. Subject line of email should read "Rare Plant Program Manager application." Review of applications will begin May 2, 2016 and continue until filled.