



## **Natural Lands Manager**

**Filoli is a 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. As a team member here, you will be able to connect rich history with a vibrant future through beauty, nature and shared stories. You have the opportunity to preserve, build upon and share the wonder of this place.**

**In our daily interaction with guests, we envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life. You will also actively play a part in creating a vibrant future through our 2019-2023 Strategic Plan. Embedding the core principles of Diversity & Inclusivity, Sustainability and Organizational Excellence into each pillar of the plan, we are focusing on five main pillars of our organization: People & Culture, Fundraising & Financial Strength, Infrastructure Investments, Visibility & Branding and Engagement & Education. We welcome and appreciate your contributions to Filoli.**

### **SUMMARY**

The Natural Lands Manager leads Filoli's efforts in the restoration and management of natural resources in alignment with the Natural Resources Management Plan. The manager develops and implements integrated and innovative natural resources strategies that promote biodiversity and a healthy ecosystem. Resource strategies also align with the protection of the cultural resources and promoting sustainable working lands which are resilient to climate change.

As a hands-on manager, the manager performs a variety of resource management tasks in natural resource preservation, restoration, conservation, and resource enhancement: surveys field sites for flora, fauna, and other wildlife; maintains up-to-date inventories of natural and cultural resources on Filoli property; controls invasive species and performs invasive pest management activities; maintains trails; and collaborates with the Visitor Experience team to ensure alignment with programs.

The Natural Lands Manager position is full-time, hourly and non-exempt position. Depending on candidate experience, the hourly rate range for this position is \$42.00 to \$48.00. This position is also eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k), vacation, sick leave and holiday pay. The schedule may change to meet the needs of the organization so flexibility is important.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:**

### **Leadership**

- In coordination with the Chief Operating Officer (COO), play an active role in planning natural lands activities;
- Supervise contractors, consultants and cross departmental staff;
- Actively participate in Learning and Engagement through formal and informal deliveries (greeting, talks, tours, etc.);
- Manage contracts associated with natural lands management;
- Coordinate activities with visitor services, programs, and events;
- Provide reports and track data as needed and present to stakeholders;
- Participate in weekly operations meeting and regular management meetings;
- Seek and apply professional development opportunities;
- Perform duties as part of the Emergency Response Team as outlined in the Emergency Response Plan;
- Be willing to support a flexible schedule and flexible work environments covering necessary duties as needed and be punctual in arrivals and willing to stay late based on needs;
- Coordinate with peer departments especially in the area of operations, evaluations, event and program planning and scheduling, and cross departmental function;
- In coordination with Development, participate in the fundraising process, including direct solicitation, project proposals and reporting;

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- Conduct resource inventories and assessments to identify and prioritize opportunities and need for environmental restoration and habitat enhancement;
- Perform tasks related to native plant restoration and management; research and recommend invasive plant management activities and restoration projects; conduct invasive species removal, herbicide application, vegetation removal, mapping, monitoring, data review, and implement an Integrated Pest Management policy and program;
- Perform work consistent with professional arboricultural standards in forested lands as well as the interface between forested lands and cultivated areas;
- Perform ecosystem restoration and enhancements encompassing several different natural ecosystems including aquatic, chaparral, woodlands and meadows; identify habitat concerns and share information with appropriate staff; perform habitat and grazing program development and management; and seek collaborators within local agencies and organizations;
- Ensure environmental compliance for all natural resource projects;
- Provide risk assessments in the built/natural lands interface and develop strategies to minimize risk;
- Regularly evaluate publicly accessible natural lands to ensure public safety;

### **Interpretation**

- Be trained and serve as a backup interpreter for informal interpretation about the natural lands;
- Provide natural resource information for marketing, programs, and interpretation;
- Assist with research for interpretation projects when needed;

### **Personnel and Budget**

- Provide input to COO for annual approved budget;
- Provide input in the hiring, promotion, performance evaluation, coaching, training, separation and management of staff (as department develops);
- Assist in monthly reporting in the absence of the COO;

### **General**

- Fulfill expectations as listed in Filoli's Expectations for Directors, Managers and Supervisors (see attached);
- Ability to provide the highest quality service to all customers in every interaction;
- Represent the highest standards in support of Filoli's policies, procedures, guidelines and standards;
- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
- Attendance and punctuality are essential to work and all work-related functions.

### **MINIMUM QUALIFICATIONS**

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational and skill requirements listed below:

#### **Education and/or Experience:**

**Education:** B.A. or B.S. degree with major coursework in natural resource management, environmental sciences, or biological sciences OR a combination of equivalent education and directly related work experience.

#### **Core Competencies:**

- **NATURAL LANDS MANAGEMENT EXPERIENCE** - Minimum of 5 years of increasingly responsible experience in protection, operation and maintenance of natural lands and cultural landscapes (parks, open space, forests or public recreation areas and/or related facilities).
- **PEOPLE AND PROJECT SKILLS** – Effective team leadership skills and cross-functional collaborative capacity. Ability to either take direction or work independently as the situation requires.
- **LEADERSHIP** – At least 2 years of direct supervisory experience. Flexible, energetic, and outcomes-oriented self-starter who brings a creative approach to solving problems. Capacity to interact effectively and build partnerships with Filoli's many constituencies including staff, Board members, community partners and supporters, donors, members, visitors, and volunteers. Strong administrative skills. Ability to multitask, see many sides to complex issues, and perform at high standards with a collegial team.
- **CULTURAL COMPETENCIES** – Model a responsibility to self-awareness and awareness of others to recognize that individuals bring unique backgrounds, beliefs, values, and world-views. View racial and cultural differences as assets to the organization.

- **DIVERSITY, EQUITY, AND INCLUSION** – Committed to Filoli’s dedication to integrate accountability across all efforts to support and sustain a racially equitable organization. Demonstrate a passion of advancing organizational DEAI objectives and influencing others to approach all work with an equity lens. Promote processes and communication that encourage organizational cultural competence and inclusion.
- **COMMUNICATION SKILLS** – Exceptional oral and written communication skills including the demonstrated ability to research and analyze information and present historic information in a clear and inspiring manner.
- **DECISIVE NATURE** – Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate rapid solutions with understanding of the inherent risks and the implications of decisions.
- **COMPUTER SKILLS** – Strong proficiency and knowledge of Microsoft Office products and Google Applications. Able to manage complex database functions in Altru (or similar CSM database).
- **AVAILABILITY** – Maintain a flexible work schedule that includes evenings and weekends to meet the demands of executive management.

**Skills and Abilities:**

- Maintain a positive, professional manner at all times;
- Demonstrate practical thinking;
- Be proactive with an engaged approach;
- Work diplomatically with a diverse group of staff;
- Ability to remain calm and demonstrate flexibility to meet changing needs and expectations;
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals.

**CERTIFICATES, LICENSES, REGISTRATIONS**

A valid Driver’s License is required. Candidates who are certified Arborists and certified in First Aid/CPR are preferred. Based on department needs, the manager will be required to obtain these certifications.

**PHYSICAL REQUIREMENTS**

The physical requirements described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend

ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle;

- The job involves fieldwork requiring frequent standing and walking across uneven terrain in operational areas to identify problems or hazards. Ability to bend, stoop, kneel, crouch, crawl, reach, balance and climb to perform work and inspect work sites.
- Employees must possess strength sufficient to lift and carry materials and objects weighing up to 60 pounds and must possess the ability to push and pull objects weighing up to 100 pounds, with the use of proper equipment.

## HOW TO APPLY

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to:  
<https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

**Please visit our website for more information: [www.filoli.org](http://www.filoli.org)**

**Filoli is an equal opportunity employer who values diversity in the workplace.**