

San Francisco Bay Joint Venture Coordinator

Position Type: Full-Time, Exempt

Location: San Francisco Bay Area (preferred, other locations considered)

Deadline to Apply: Open until filled.

About the organization: The San Francisco Bay Joint Venture (SFBJV) is a public-private partnership working to protect, restore and enhance wetland habitats in the San Francisco (SF) Bay Area through project implementation and by advancing related science, policy, and communication priorities. The partnership includes federal, state, non-profit, and industry members such as land managers, scientists, regulators, planners, engineers, public agencies, private foundations, private industry, non-profits, and advocates throughout the nine SF Bay Area counties.

The SFBJV provides key forums to share information, discuss regional issues, identify priorities and strategies, and take action. We strive to integrate conservation and habitat restoration goals with principles of and actions related to equity, diversity, and inclusion. The partnership represents over 100 organizations committed to the conservation of a variety of wetland habitats along with the people, birds, and other wildlife who are dependent on them.

The SFBJV is funded by the U.S. Fish and Wildlife Services (USFWS) Migratory Bird Joint Venture Program, as well as grants from other partners and programs. The SFBJV is one of twenty-two habitat-based Migratory Bird Joint Ventures across the U.S., each addressing bird habitat conservation issues within their geographic area.

Position Description:

Job Summary

The SFBJV seeks an experienced conservation professional to serve as its Coordinator.

This high-level position guides our staff and partners in our collaborative work to improve and increase habitat for wildlife in the San Francisco Bay Area.

The Coordinator works closely with a broad range of partners on regional, state, and federal policies and initiatives that influence funding and implementation of on the ground conservation actions toward our habitat goals (as outlined in the [SFBJV Implementation Strategy](#)) and serves as a liaison, and informational contact to federal, state, and private groups. This position's responsibilities include representing the partnership as a leader in regional and national forums, overseeing and guiding the work of staff, and creating and implementing action-based solutions to the region's environmental challenges.

Among the initiatives identified for urgent action over the coming two years include facilitating state, federal, and regional funding toward support of wetland and wildlife projects and programs, advancing beneficial use of sediment for wetland restoration and shoreline resilience, and supporting regulatory efficiencies to help increase the pace and scale of wetland protection and restoration.

The Coordinator operates as an employee of Point Blue Conservation Science, which is the member of the SFBJV management board and contributes to SFBJV working committees.

Essential Functions:

Partner & Project Support

- Builds partnerships with other organizations to deliver programs that address SFBJV priorities.
- Provides strategic guidance to SFBJV partners to plan and implement habitat conservation projects.
- Facilitates cooperation and communications among government and non-government entities, as well as among citizens and landowners dealing with a variety of perspectives and potentially conflicting interests.
- Coordinates with the U.S. Fish & Wildlife Service's National and Regional Migratory Bird Program and other Joint Venture Coordinators in Mexico, U.S. and Canada.

- Directs activities in support of planning processes, including updates and revisions of the SFBJV strategies, plans, and development of annual work plans. Coordinates implementation actions approved by the SFBJV Management Board.
- Oversees ongoing science and conservation programs that inform habitat restoration, management decisions and adaptive management actions.
- Directs activities to support the objectives of the North American Waterfowl Management Plan, Partners in Flight, the U.S. Shorebird Conservation Plan, the North American Colonial Waterbird Conservation Plan, Baylands Habitat Goals, and other regional and local conservation plans.
- Directs activities in support of outreach and communication actions to support SFBJV goals.
- Communicates with stakeholders, including legislators, agency and organization directors, managers and staff, county and local decision-makers, private foundations and the media, to keep them informed of the work of SFBJV and benefits to the community.
- Advises partners on legislative, agency and private funding programs; highlights grant opportunities and coordinates development of collaborative grant applications.
- Provides guidance to partners applying for funding under the North American Wetlands Conservation Act and other federal, state, and private grants programs.
- Coordinates with FWS Regional Office to ensure National Environmental Policy Act and National Historic Preservation Act compliance is complete for all North American Wetlands Conservation Act Grants.
- Prepares correspondence, technical reports, administrative records, and scientific materials in a professional manner consistent with the communication practices and style of the SFBJV.

Management Board Coordination

- Develop and maintain Management Board member relationships.
- With input from the Management Board Chair and Executive Committee, plans and facilitates quarterly Management Board meetings and Executive Committee

meetings as needed. Conducts, facilitates, or oversees follow-up actions identified at meetings.

- Consults with the Management Board Chair, Executive Committee, and Management Board on all complex, complicated, or controversial issues.
- Oversees planning for an provides input into SFBJV working committee meetings and follow-up actions.
- In coordination with the Management Board Chair, acts as a spokesperson for the partnership and as a liaison to other Joint Venture, agencies, and San Francisco Bay Area conservation efforts.
- Facilitates the recruitment, orientation, and training for new Management Board members and committee chairs.

Staff Supervision

- Supervises SFBJV staff and manages work responsibilities and priorities.
- Identify and provide ongoing professional development opportunities for staff.
- Determines staffing needs, develops job descriptions, and conducts staff recruitment and selection in accordance with Point Blue policies and guidance.
- Implements a performance management process that includes annual work plans, performance monitoring, and annual performance reviews for all staff. Coaches and mentors staff to improve performance as appropriate.
- Establishes a positive, healthy, inclusive, and safe work environment.

Business & Management

- Ensures that personnel, partner, donor and volunteer files are securely stored and privacy/confidentiality is maintained.
- Develops, administers, and reports on an operating budget with projected expenditures authorized by the Management Board, including invoices for contract staff.
- Manages daily operations of the SFBJV to develop and implement an annual work plan.

- Seeks new state, federal, local and private funding sources for SFBJV operating expenses, programs, and partner projects; oversees the development/implementation of fundraising plans; and writes funding proposals.

Business & Management

- 2-3 direct reports plus potential limited term staff or interns, and project contractors.

Required Knowledge, Skills, and Abilities:

- Exceptional oral and written communication skills.
- Ability to work in partnership with other organizations in a collaborative and advisory capacity.
- Experience managing complex projects and ability to assemble information from a variety of sources to create a clear plan and cohesive product.
- Experience managing and mentoring staff.
- Self-directed a highly motivated team player. Experience working in a collaborative environment.
- Demonstrated commitment to excellence and integrity in all aspects of work.
- Demonstrated practice of emotional intelligence through self-awareness and self-management.
- Ability to persuasively convey the mission of SFBJV to diverse groups.
- Ability to listen and navigate multiple viewpoints and perspectives and recommend solutions to challenges.
- Ability to inspire confidence; demonstrates an affinity with the interests of scientists and conservation managers; solicits and responds well to feedback.
- Fundraising experience and working knowledge of programs that fund wetlands restoration.
- Skills operating Microsoft Office programs.
- Excellent organizing skills (personal, organizational)

Desired Knowledge, Skills, and Abilities:

- In-depth first-hand knowledge of regional, state, and federal policy and funding processes with a focus on natural resource conservation programs.
- Knowledge of SF Bay ecosystems and wetland restoration.
- Knowledge of wetlands regulations and legislation plus experience with regulatory policy.
- Experience in collaboratively preparing and presenting proposals, letters of comment, and informational white papers.

Preferred Education and Experience:

This position requires a combination of education and/or experience equivalent to a bachelor's degree in conservation biology, ecology, environmental sciences, environmental policy and planning, or other related field, and 10 years conservation experience, plus a demonstrated ability to manage programmatic operations and experience with management or governing Boards.

Work Environment & Physical Requirements:

- This position operates in a professional office environment.
- Work environment is indoors with the majority of time spent at a desk.
- This position will make occasional field site visits.
- Routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.

Position Type, Expected Hours of Work, and Travel:

- This is a full-time position.
- This is a hybrid position, allowing for some work from home and some work from our office.
- This position requires periodic in-person office meetings and site visits.

- Days and hours of work are Monday through Friday during regular business hours.
- Infrequent evening and weekend work may be required as job duties demand.
- Frequent travel within the region, state (Sacramento), and at least annually to Washington, DC.

Compensation and Benefits: Salary is \$120,000-\$140,000 annually, depending on internal equity and level of experience. Point Blue provides a comprehensive benefits package including employer-paid medical and dental for staff and 75% for dependents. Other benefits include retirement plan and time off benefits, as well as life insurance, long-term care, long and short-term disability, and flexible spending accounts.

To apply, please click here: [San Francisco Bay Joint Venture Coordinator](#). If you experience issues during the application process, please email jobs@pointblue.org.

Point Blue is an equal employment opportunity employer and does not discriminate against applicants or employees because of race, color, religion, national origin, sex, sexual orientation, age, citizenship status, disability status of an otherwise qualified individual, membership or application for membership in a uniformed service, or membership in any other class protected by applicable law and will make reasonable accommodation for applicants with disabilities to complete the application and/or participate in the interview process.