



## **District Manager / Project Manager**

### **Position Description**

Temecula Elsinore Anza Murrieta Resource Conservation District (TEAMRCD)

Riverside County, California

### **About the District**

The Temecula Elsinore Anza Murrieta Resource Conservation District (TEAMRCD) is a non-regulatory Special District dedicated to promoting conservation, sustainable land management, community education, and technical assistance throughout its service area in Riverside County, California. TEAMRCD partners with landowners, agricultural operators, public agencies, and conservation organizations to deliver programs that protect natural resources and strengthen regional environmental resilience.

The District is in a growth phase and currently operates with one full-time employee. TEAMRCD's expanding portfolio—particularly large, multi-agency initiatives—requires experienced operational leadership and strong project management capacity.

### **Position Summary**

The District Manager / Project Manager serves as TEAMRCD's chief administrative and operational officer and primary project manager for the District's major regional initiatives.

This is a primarily remote position. However, due to operational requirements, the selected candidate must reside within 45 miles of the District boundary throughout employment to ensure availability for in-person Board meetings, field visits, public engagement activities, and partner coordination.

Approximately 50% of the position will be dedicated to serving as Project Manager for the I-15 Rainbow Canyon Wildlife Crossing, a high-visibility, multi-agency initiative involving Caltrans, The Nature Conservancy, engineering consultants, and public stakeholders. Responsibilities include coordination of 65% engineering plans, environmental documentation, public outreach, stakeholder engagement, budget tracking, and grant administration.

The remaining time will focus on District operations, regulatory compliance, grant development, Board support, financial oversight, and strategic program growth.

The District Manager reports to the Board of Directors acting collectively and shall receive direction only through formally adopted Board action. Day-to-day oversight may be delegated by the Board to the Board President or a designated Director. This is an at-will position.

### **Funding Term**

Funding for this position is currently secured for approximately 3.5 years or until successful completion of the I-15 Rainbow Canyon Wildlife Crossing project, whichever occurs first. Continued employment beyond the funded term is contingent upon the District's ability to secure ongoing funding.

### **Compensation**

Salary Range: \$135,000 – \$155,000 annually, depending on qualifications and experience, plus benefits.

A one-time relocation allowance of up to \$5,000 may be provided.

### **Key Duties and Responsibilities**

#### **1. Project Management – I-15 Rainbow Canyon Wildlife Crossing**

- Coordinate with Caltrans, The Nature Conservancy, consultants, contractors, and partner agencies to manage schedules, deliverables, and milestones.
- Oversee engineering plan development, technical analyses, and environmental documentation.
- Lead public outreach and community engagement activities.
- Track expenditures, oversee grant budgets, and prepare required financial and progress reports.
- Ensure compliance with federal, state, and local regulations relevant to project implementation.

#### **2. District Operations & Administration**

- Manage day-to-day District operations and ensure organizational compliance with applicable laws and Special District requirements.
- Ensure compliance with the Brown Act, Public Records Act, Government Code requirements, and other applicable statutes and regulations.
- Prepare Board meeting agendas, staff reports, and the draft annual budget; provide regular operational and project status reporting.
- Administer contracts, MOUs, interagency agreements, and consultant scopes of work; support procurement and contractor selection processes as applicable.

- Maintain accurate records and documentation consistent with government transparency and recordkeeping standards.
- Coordinate with legal counsel, auditors, and financial professionals as needed.

### **3. Leadership & Strategic Development**

- Collaborate with the Board and partner agencies to advance strategic initiatives and organizational priorities.
- Provide leadership in programmatic, organizational, and financial planning; identify opportunities to strengthen long-term sustainability.
- Identify funding opportunities, prepare grant proposals, and support long-term program development.
- Develop new programs or expand existing ones to strengthen conservation outcomes.
- Monitor policy and regulatory developments affecting resource conservation and brief the Board.

### **4. Community Relations & Stakeholder Engagement**

- Serve as TEAMRCD's spokesperson and primary public representative.
- Build and maintain strong relationships with community organizations, landowners, funders, regulatory agencies, and partners.
- Represent TEAMRCD at meetings, working groups, committees, workshops, and public events.
- Support communications, public presentations, and outreach materials.

### **5. Staff & Contractor Oversight**

- Supervise staff as the District grows, including performance evaluations and professional development.
- Oversee consultant performance, ensuring that deliverables meet technical standards and deadlines.

### **Minimum Qualifications**

- Bachelor's degree in Natural or Applied Sciences, Resource Management, Environmental Studies, Public or Business Administration, or a related field; or at least five years of relevant professional experience.
- Demonstrated project management experience, ideally in natural resources, infrastructure, or multi-agency projects.
- Experience in grant writing, budget administration, and program operations.
- Strong written and verbal communication skills.
- Experience drafting and managing contracts.

- Proficiency in Microsoft Office Suite.
- Valid California driver's license.

### **Preferred Qualifications**

- Experience working with Caltrans or on large infrastructure/environmental projects.
- Familiarity with CEQA and/or NEPA processes.
- Experience with Special Districts, RCDs, or similar government entities.
- Experience managing engineering consultants or environmental contractors.
- Experience administering government grants over \$1M.

### **Knowledge, Skills, and Abilities**

- Ability to work independently and manage multiple complex projects simultaneously.
- Understanding of conservation principles, watershed management, and landowner assistance programs.
- Familiarity with operational and statutory requirements of California Special Districts.
- Strong organizational, analytical, and time-management skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to develop strong relationships across diverse partners and stakeholders.

### **Work Environment & Physical Requirements**

- Primarily remote with regular in-person meetings and field visits to project sites on uneven terrain.
- Ability to lift up to 25 pounds and walk/stand for extended periods during field inspections.
- Occasional evening, weekend, or out-of-area activities may be required.
- Must maintain residence within 45 miles of the District boundary as a condition of employment.

### **Conditions of Employment**

- Must pass a background check.
- Must maintain a valid California driver's license and acceptable driving record.
- Must be legally eligible to work in the United States.
- This is an at-will position.
- Continued employment depends on available funding after the initial funded term.

## Recruitment Timeline

Applications are due by March 27, 2026.

Interviews are anticipated to be held between April 1 and April 8.

The District's preferred start date is May 1.

Timeline is subject to change based on recruitment needs. Candidates selected for interview will be contacted directly.

## Application Process

Please submit the following application materials:

- Cover letter describing your interest in the position and your relevant experience, particularly with complex project management and work in small or mission-driven organizations.
- Resume summarizing your education, experience, and qualifications.
- Responses to the supplemental questions below.

Applications must be received by March 27, 2026.

Please submit materials electronically to: [teri.biancardi@teamrcd.org](mailto:teri.biancardi@teamrcd.org)

TEAMRCD reserves the right to extend the application deadline to ensure a strong candidate pool.

## Supplemental Questions

Please provide brief responses (1–2 paragraphs each) to the following:

- Project Management Experience — Briefly describe your experience managing complex, multi-stakeholder infrastructure or conservation projects.
- Small Organization Environment — This position operates in a small, growing public agency environment. Describe your experience working in similarly resource-constrained or start-up-like settings.
- Grant Management Experience — Describe your experience managing grant-funded projects, including reporting, compliance, or milestone tracking responsibilities.

## Equal Opportunity Employer

TEAMRCD is an Equal Opportunity Employer and prohibits discrimination or harassment based on race, color, religion, sex, gender identity, sexual orientation, national origin, disability, age, marital status, veteran status, or any other protected characteristic.