



## **IPA Program Manager Job Announcement**

### **About CNPS**

CNPS is a science-based conservation organization that celebrates and saves California's globally important plants and places. CNPS is powered by 10,000 volunteers in 35 chapters across California and Baja, as well as 30+ staff and numerous contractors supporting the organization and its programs. Since 1971, the CNPS Inventory of Rare Plants has been instrumental in saving the rare plants of this incredibly diverse state; the IPA Program is intended to do for places what the Inventory has done for species.

### **Summary**

The CNPS Important Plant Areas Program identifies botanically important lands in California. This position is a key member of the Conservation team, working with other CNPS staff, local Chapters, conservation and planning experts, and the broader public to complete an inventory of California's Important Plant Areas (IPA). The IPA Program Manager ensures that IPA information gets maximum incorporation into statewide conservation and development planning efforts through community involvement in IPA workshops, outreach to regulatory agencies, land-use authorities, and the regulated community. This position also works to elevate the impact of our grassroots conservation advocacy by working with CNPS Chapters to generate IPA outreach materials that empower conservation advocates and improve land-use planning across all of California.

### **Responsibilities**

#### **Serve as point person for the CNPS IPA Program**

- Lead CNPS Conservation, Rare Plant, and Vegetation Program staff to scope detailed strategy and specific actions behind the IPA Program.
- Ensure partners are included in the process by coordinating an IPA Advisory Committee composed of experts in data management, land resource evaluation modeling, and conservation prioritization.
- Engage private landowners (e.g. ranchers, land managers, etc.) within IPA focal regions to facilitate communication between CNPS and these key stakeholders.
- Assist in developing and managing project budgets.
- Work with Conservation Program Director to secure ongoing funding for the IPA Program via grants and donations. Track outcomes and develop reports to funders and stakeholders.

#### **Direct development and integration of botanical data**

- Identify and obtain existing datasets for inclusion in the IPA database (e.g. existing rare plant occurrence data, vegetation data, cultural plant information, etc.) for each focal region.
- Implement IPA Workshops that bring together regional experts to obtain additional botanical data, including: inviting experts, developing agendas, coordinating staff, overseeing workshop logistics.
- Oversee post-workshop data processing and reporting. Manage information collected from participants.
- Lead data quality QA/QC, ensure data used in IPAs are high quality and linked to robust metadata.
- As necessary, coordinate CNPS science staff or contract outside personnel to develop data products required to complete IPA assessments.

#### **Develop and manage IPA database, data analysis, and maps**

- Coordinate with partner organizations to develop models that evaluate IPA priorities based on criteria established through an IPA Advisory Committee.
- With project partners, determine data products and relevant access restrictions.
- Post and manage IPA Maps online via interactive web map (e.g., DataBasin, ArcGIS online). Coordinate user inputs via portal and oversee map and evaluation model revisions as needed.

### **Ensure IPA data inform planning processes, and support grassroots activists**

- Communicate with regulatory agency directors and staff/consultants involved in conservation planning to ensure CNPS IPA products are translatable to regional / statewide planning.
- Represent CNPS and provide IPA map products via science-based advocacy in stakeholder meetings.
- Facilitate use of IPA data and maps by CNPS Chapters and local conservation advocates.
- Work with CNPS Communications staff to produce IPA Map products for local conservation advocacy.
- With CNPS Communications staff, communicate IPA Program goals and results to a diverse audience via multi-media, news, and other outlets.

### **Qualifications**

- Bachelor's with a minimum of three to five years of experience in a comparable position.
- Excellent interpersonal skills and ability to work well with people of different backgrounds.
- Excellent oral and written communication skills.
- Demonstrated project management experience.
- Demonstrated ability to be a self-starter, and to complete detail-oriented work with high level of accuracy working independently or with a team.
- Ability to independently and efficiently manage multiple complex projects simultaneously.
- Ability to translate complex information into messages understandable to the general public.
- Familiarity with GIS software and online database management and mapping interfaces such as ESRI ArcMap, ArcGIS Online, DataBasin.
- Familiarity with principles of conservation evaluation modeling, such as EEMS, MaxEnt.
- Knowledge and experience with Microsoft Office, Google suite, social media platforms, etc.

### **Additional Desired Skills**

- Fluency in Spanish or other languages spoken by Californians.
- Knowledge of CNPS, familiarity with native plants and plant communities throughout California.
- A commitment to conservation.

### **Physical Requirements**

This job requires prolonged sitting and use of computer and mouse. It may require participation in field trips on uneven trails with variable grade. These requirements are representative, and reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Additional Job Requirements**

- Travel to beautiful locations throughout California for multiple days at a time will be required.
- Work time is generally Monday through Friday 8:00 to 5:00. Some flexibility is possible.
- A valid California driver's license and proof of car insurance are required, provided annually.

### **Status, Compensation, and Location**

This is an exempt full-time staff position supervised by the Conservation Program Director. CNPS is headquartered in Sacramento with a satellite office in Berkeley. Remote candidates are encouraged to apply, but must be willing to meet with CNPS staff in Sacramento regularly. CNPS offers a competitive benefits package. 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 and résumé/CV to [jobs@cnps.org](mailto:jobs@cnps.org). Subject line of email should read "IPA application." Review of applications begins March 1 and continues until filled.