



Project Manager Job Description

Sempervirens Fund seeks an experienced full-time Project Manager for a 2-year position (potential for extension) to oversee an ambitious, innovative public/private partnership intended to create a new entrance for Castle Rock State Park. Although Castle Rock State Park is near Silicon Valley, its current facilities are limited and low-tech. With this project, we seek to transform the visitor experience at one of the most accessible large-scale recreation areas in the Santa Cruz Mountains and establish a 21st century entrance that can be a model for other state parks. The Project Manager will work closely with a third-party construction manager to oversee the construction effort. The Project Manager will need to coordinate carefully with California State Parks and a variety of other stakeholders. The position will also be responsible for coordinating and overseeing work by partners and contractors to create educational signs and other park interpretation components. The position will cultivate new partners, with a special emphasis on building engagement from the tech community to help utilize technology to enhance the park experience. This position reports to the Director of Land Conservation; it will be based in Los Altos, California.

Sempervirens Fund (SVF) is a fast-paced, innovative non-profit land conservation organization dedicated to protecting, connecting and restoring the redwood forests and surrounding landscapes of the Santa Cruz Mountains and ensuring they are accessible for people to enjoy. Located in the heart of Silicon Valley, we have a track record of innovation, dynamism and energy that is shaping today's land conservation movement. Our lean staff has a history of creating impact that reaches beyond our region. Founded in 1900, Sempervirens Fund has a venerable legacy that includes the establishment of Big Basin, Castle Rock, Butano and Portola Redwoods State Parks. One of our signature projects is the 31-mile Skyline to the Sea Trail. Today, we are working to complete our "Great Park" vision which seeks to protect one of the most significant natural and scenic areas in the world replete with towering redwoods, mountain lions, waterfalls, clear running streams filled with Coho salmon, majestic ocean views and miles of trails.

Essential Duties and Functions

- Work closely with the construction manager to manage the bidding process and recommend selection of a contractor; oversee the construction efforts at the new entrance to ensure that project goals are met and funds are spent wisely
- Review contract and bid documents, review and approve change orders; review and approve payment requests
- Manage the construction manager and other project-related consultants; attend all

April 13, 2017

- construction meetings and site visits
- Track the total project budget; manage invoices
 - Serve as the primary liaison to State Parks on day-to-day project details
 - Serve as the primary liaison to other public agencies (e.g., CalTrans)
 - Maintain communications, coordination and strong relationship with other key partners invested in this project, including REI, Friends of Santa Cruz State Parks, the Portola Castle Rock Foundation and others
 - Coordinate development of interpretive components and activities associated with the new entrance
 - Cultivate engagement by the tech community to enlist their involvement in utilizing technology to enhance the visitor experience to Castle Rock
 - Support development staff and the executive director in efforts to secure additional funding for this project from corporate sponsors, philanthropic foundations and donors
 - Support communications staff in maximizing public awareness of this project
 - Support the executive director in negotiating transfer of the property to State Parks

Qualifications

- Experienced project manager (5+ years) who has navigated complex, multi-faceted construction projects with many stakeholders
- Connections with tech community and/or California State Parks a plus
- Self-starter with strong drive to create opportunities through innovation and new partnerships
- Commitment to accuracy, attention to detail; must be deeply responsible and reliable
- Ability to effectively juggle competing priorities and manage to deadlines
- Ability to work productively with a diverse array of public and private partners
- Strong communication skills; experience in presenting at public meetings or to partners/funders and working with a diverse array of audiences
- Bachelors Degree required; Masters a plus
- Ability to work occasional nights and weekends as the project requires
- Valid driver's license and private vehicle for site visits in the Santa Cruz mountains

Compensation

Sempervirens Fund is proud to offer a competitive salary and a generous, comprehensive package of health, dental and retirement benefits. Salary is commensurate with experience.

How to Apply

To apply, please send your cover letter and resume (as a single PDF) in the format "Your Name – Project Manager Castle Rock" to opportunity@sempervirens.org by **May 12, 2017**.

Sempervirens Fund is an equal opportunity employer. We encourage people from a diversity of backgrounds to apply.

April 13, 2017