



**Posted March 1, 2024 – Applications will begin being reviewed on March 11, 2024**

**Job Title:** Regional Conservation Partnership Program (RCPP) Coordinator (Gainesville, FL)

**Purpose of the Position:** ACT is seeking an organized person to coordinate and manage three Regional Conservation Partnership Programs (RCPP) led by Alachua Conservation Trust (ACT).

**Job Summary:**

Each RCPP is centered on a specific geography in North Florida, and are public-private collaboratives that combine financial and technical resources to deliver conservation programs to private landowners. Collectively, these partnership programs will implement nearly \$40 million of Farm Bill funding from the Natural Resources Conservation Service (NRCS), and a similar amount from over a dozen State, local and nonprofit contributing organizations. The Coordinator will be responsible for managing and dispersing RCPP funds, tracking deliverables and matching contributions, administering contracts and agreements, and reporting.

The RCPP Coordinator will manage the entire financial and data management process (i.e. reporting, invoicing, and grant management). They will track spending by analyzing financial statements to ensure appropriate use of awarded funds. To this end, the Coordinator will work with NRCS, ACT, and partner organizations to ensure information and data meet reporting requirements.

In addition to the core duties, the Coordinator will assist other ACT staff in coordinating RCPP outreach, education, and assessment efforts, as required by ACT's RCPP deliverables and agreements with partner organizations. These may include frequent communications with RCPP partners, general constituency outreach and education about conservation and programs, assistance with producing print and digital materials, organizing events, and coordinating outcomes assessment efforts.

The ideal candidate for this position is highly organized, self-motivated, and has solid analytical proficiencies. They should be flexible, and diplomatic, an effective communicator (written and verbal), and able to complete complex assignments in a self-directed manner. The Coordinator shall report to the ACT Conservation Director, work closely with the lead RCPP Principals, and interact with other ACT staff involved with implementation of conservation programs.

**Responsibilities and Scope:**

- Develop and maintain financial and data tracking systems for RCPPs:
  - Coordinate with ACT's Financial Manager and NRCS Program Officers to ensure compliance with grant requirements and coordination of RCPP tracking with ACT financial and payroll systems.
  - Develop financial tracking system for ACT RCPP operation.
  - Analyze and compile financial data for reports, compliance regulations, and billings.

- Prepare summary reports of monthly spending related to RCPP projects.
  - Draft and submit invoices and/or reimbursement requests.
  - Process and manage invoices from numerous RCPP partner organizations and contractors.
  - Develop contracts and agreements with RCPP partners and contractors and track deliverables and spending.
  - Coordinate with ACT staff on all matters related to contracting, billing, payments, obtaining bids and estimates.
  - Manage non-financial data related to RCPP operations, such as applications, ownership data, partner data, maps, emails.
  - Prepare and submit periodic progress reports as required by NRCS for RCPPs.
  - Attend meetings as needed with NRCS and contributing RCPP partners.
  - Coordinate the mechanics of RCPP grant tracking, including full implementation of the RCPP portal (online management system).
- Assist land protection staff with technical assistance duties for RCPP projects:
    - Assist staff with RCPP easement and land management applications during sign up periods, including intake and tracking of applications, communications with landowners, evaluation of applications.
    - Assist staff with communications with NRCS and other agencies as needed for applications.
    - Assist staff with coordination needed for various RCPP related programs, such as outcomes assessments, education programs.
- Partnership coordination, communication, and general outreach:
    - Assist staff with communications with RCPP partners about all aspects of RCPP projects.
    - Plan and implement programs and marketing strategies for outreach and education, to and about the RCPP programs, resource concerns, and opportunities.
    - Collaborate with NRCS public affairs staff, Volusia county staff, and other RCPP partners as needed for outreach, education, public relations, and publicity.
    - Maintain regular communications with all RCPP contributing partners to report progress and status of RCPP projects.
    - Coordinate outreach and media events, partner meetings.
    - Assist with production of marketing materials and content.

**Desired Qualifications:**

*Please note that the job qualifications are guidelines, not hard and fast rules. Grow with us – don't hesitate to apply!*

- Bachelor's Degree or equivalent education and experience, previous experience working with small businesses or nonprofit organizations a plus.
- Educational or experiential background in financial and project management preferred.
- Experience with financial management software or platforms.
- Proficiency with typical office and data management software.
- Experience with GIS and graphic design software a plus.
- Experience with managing contracts and agreements, invoicing, and financial reporting.

- Ability to comprehend and make inferences from written material; interpret federal, state, and local government laws and regulations regarding grant contracts and administration.
- Ability to interact pleasantly and knowledgeably with partners, volunteers, and the general public.
- Must have enthusiasm for and be committed to the organization's conservation mission.
- Strong skills for record keeping, organization, time management, and attention to detail.
- Strong oral and written communication skills.
- Ability to work collaboratively with a small team and be willing and flexible to assist with additional requests for help.
- Ability to work alone and travel to various local destinations for project-specific events.
- Ability to set priorities, problem solve, manage numerous projects, and meet deadlines.
- Ability to write and manage grant reports.
- Must have a valid driver's license and good driving record.

**Working Conditions:** This job operates in a professional office environment, and routinely uses standard office equipment such as computers, phones, photocopiers, and audiovisual systems. This position is largely sedentary, often standing or sitting for prolonged periods.

**Benefits of the Position:**

- This is a full-time position.
- Starting pay is \$24-\$27/hr based on experience
- 10 days paid vacation, plus most Federal holidays and three personal days
- 10 days paid sick leave
- Health insurance allowance plus a personal stipend for equipment or supplies
- Enrollment in ACT's SEP-IRA retirement plan after 180 days employment
- Training and professional development opportunities

**Equity and Inclusion**

ACT is an equal opportunity employer that strives to increase equity, representation and inclusion in all elements of our work to support the intersection of land conservation and people in a rapidly changing North Central Florida. ACT hires, trains, compensates, and promotes regardless of race, marital status, religion, age, mental or physical disability, national origin, citizenship, ancestry, sex (including pregnancy), sexual orientation, gender identity (including gender nonconformity and status as a transgender individual), past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

No person shall, on the grounds of the above-mentioned categories, be excluded from participation in or be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of ACT. ACT recognizes that diversity on the staff and board strengthens the organization.

Candidates are invited to learn more about ACT's commitment to keeping Florida wild for all at: <https://www.alachuaconservationtrust.org/flwild-for-all>

**How to Apply:**

**Candidates should submit a cover letter, resume, and three references in a single PDF document labeled with your name and the job title, by email to:**

**act.tkay@gmail.com**

Failure to follow these instructions may result in disqualification.

No phone calls will be taken regarding this job announcement. However, if you have a disability and require an accommodation or assistance with our application process, please tell us how we can help by calling us at 352-373-1078. Candidates will be notified regarding the status of their applications. For further information about the organization, please visit ACT's website:

[www.alachuaconservationtrust.org](http://www.alachuaconservationtrust.org)

**Applications will be reviewed beginning on March 11th and this position will remain open until filled.**

If selected for this position, a background check will be conducted.

**About Alachua Conservation Trust (ACT):** Since 1988, ACT's mission has been to protect the natural, historic, scenic and recreational resources in and around North Central Florida. We accomplish our mission through land acquisitions, land management, and developing land conservation initiatives and programs. As a nationally accredited nonprofit land trust, ACT works primarily in 16 counties, and protects land through purchase, donation, and conservation easements. Over the last 35 years, ACT has facilitated the preservation of over 58,500 acres of land in North Central Florida and directly acquired over 25,500 acres.