



LAND & OUTREACH PROGRAM MANAGER FOR THE HILL COUNTRY ALLIANCE

Founded in 2005, the mission of the [Hill Country Alliance \(HCA\)](#) is to bring together an ever-expanding alliance of groups throughout a 17-county region of Central Texas with the long-term objective of preserving open spaces, water supply, water quality and the unique character of the Texas Hill Country. The organization, guided by our strategic plan [The HCA Collaborative Strategy](#), is efficient and nimble, led by a highly involved, professionally and geographically diverse board of directors that is able to act quickly and responsively.

PRIMARY RESPONSIBILITIES

This position reports to the Executive Director of HCA. Primary areas of emphasis include:

- 1) **Relationship building:** Education, outreach, and restoration project engagement with landowners in the rural Hill Country with a concentrated effort in the Pedernales basin.
- 2) **Program Management:** Oversight of Hill Country water catchment programs, including event planning, invasive species control initiatives, biomonitoring and field work, volunteer engagement, and fulfilling grant deliverables.
- 3) **Communications:** Storytelling, newsletter production, writing, public speaking and public engagement with watershed issues. Communication to general public and partner groups.
- 4) **Development:** Responsible for raising program revenue through grant writing, grant management and reporting, event planning, and individual donor cultivation.

Landowner Outreach: Relationship Building

- Engage landowners in the Pedernales watershed and other Hill Country basins to support conservation efforts and establish and strengthen relationships between watershed-based protection efforts.
- Collaborate with TPWD biologists and partners to monitor and evaluate project effectiveness, and assess ecosystem response to conservation projects.
- Coordinate with HCA land conservation team and HCA Pedernales team; assist with annual HCA water symposium project, Leadership Summit and other HCA events.
- Coordinate TPWD-funded watershed conservation projects including the Healthy Creeks invasive species management program
- Convene and provide support for landowner meetings

Hill Country Water Catchment Program Management

- Coordinate with TPWD to promote education, outreach and engagement of landowners within the river basin-specific projects throughout the Hill Country.
- Work with TPWD on specific watershed restoration projects including invasive species management efforts (see TPWD Healthy Creeks Initiative).
- Convene organizations working on watershed-scale water and land projects to reduce redundancy and enhance strategic collaboration
- Work to advance the state of baseline science of Hill Country Rivers by contributing to watershed protection plans and other river protection programming.

Communications

- Create regular Pedernales-specific newsletter and develop program-related content for HCA newsletter, issue papers, FAQs, direct mail, event flyers, media, social media and public relations efforts.
- Manage email distribution lists and team lists in HCA supporter database (Salsa)
- Plan and execute events as issues arise in the focus area.
- Work with partners to create social media posts, radio segments, and newsletter content.

Development

- Donor relationships, grant writing and overall fundraising efforts in the western Hill Country region
- Management of key grants, including fulfilling annual reporting requirements, budget reviews and grantor relationships.
- Assist in donor event planning including board-hosted HCA events, corporate sponsorship solicitation, development goal setting, and promotions.

General Requirements & Preferred Expertise

- Undergraduate degree required, advanced degree preferred. At least 2 years relevant work experience in nonprofit program management or development.
- Must be highly motivated, energetic, deadline-oriented and able to handle multiple priorities.
- Oversight/management experience in leading volunteers and event organization.
- Excellent interpersonal skills as well as verbal and written communications skills.
- Self-starter, lots of initiative and ability to work independently.
- Position includes regular lifting of objects up to 40lbs. and outdoor work.
- Availability to work occasional evenings and weekends.
- Proficiency in Microsoft office suite, database management. ArcGIS, InDesign, PhotoShop and WordPress a plus.

BENEFITS

- Flexible 40-hour work week schedule. At times evening and weekend work will be necessary, time off may be taken in the week to balance a 40-hour schedule.
- Two weeks paid vacation, all major holidays paid time off.
- HCA offices located in Bee Cave. Amazing Hill Country experiences and a network of support in the form of HCA Board of Directors, Advisory Board, donors and partner organizations.
- Contribution to retirement plan after 6 months employment.
- Salary commensurate with experience.

All candidates are asked to send their cover letter, resume and references to info@hillcountryalliance.org. Complete applications received by January 20th may be considered as they are received. This position is dependent on the availability of grant funding.