

## **JOB DESCRIPTION: April 2024**

**TITLE:** Program Officer  
**COMPENSATION:** \$37/hour starting  
**STATUS:** Part-time (15-25 hours per week), nonexempt, year-round  
**LOCATION:** DeChambeau Creek Foundation, Lee Vining, California (Hybrid location on Foundation land with remote home office)

DeChambeau Creek Foundation (DCF) owns and is responsible for a 135-acre parcel in the northwest corner of the Mono Basin which includes a portion of DeChambeau Creek. DCF manages the land according to a set of desired conditions that sustain natural beauty and model coexistence with nature as a way of life living simply in place. Alongwith land stewardship, DCF is equally dedicated to creating programs that inspire respectful relationships with nature, place, and one another by supporting meaningful connection, new perspectives, deeper skills, and greater understanding.

The Program Officer assists the Board of Directors meet the organization's mission by implementing the Strategic Plan. The Program Officer is responsible for realizing board-approved philanthropic programs that facilitate education and personal development, community capacity building, and ecological and historic preservation and study. The Program Officer also supports the organization administratively.

### **Description of Duties**

#### **Programmatic**

- Program Planning and Implementation: In concert with the Board of Directors, coordinate implementation and annual review of DeChambeau Creek Foundation's goals, outcomes, and activities as described by the Strategic Plan. Examples of past community programs and investments facilitated by this position can be found at [www.dechambeaucreek.org/inspiring-meaningful-connection-1](http://www.dechambeaucreek.org/inspiring-meaningful-connection-1).
  - Inspiring Meaningful Connection - In concert with the Board, actively collaborate with community partners to inspire respectful coexistence with nature, place and one another by supporting meaningful connection, new perspectives, deeper skills and greater understanding. In particular, coordinate the Foundation's biannual local grant program;
  - Land Stewardship - In concert with the Board, provide coordination and assistance to the Land Steward to ensure Foundation land and facilities are managed according to a set of desired conditions which sustain natural beauty and model coexistence with nature as a way of living simply in place.
- Communication: When appropriate and delegated by the Board of Directors, act as the main point of external communication with potential partners, community members, or others interacting with the organization; and
- Other program duties as assigned.

## **Administrative**

- Board coordination and facilitation: In concert with the Board President, coordinate Board and relevant committee meetings, including but not limited to scheduling, document creation and distribution, facilitating meeting discussions, and other logistics as necessary;
- Regulatory compliance: Ensure organizational compliance with state and federal regulations (tax and regulatory filings, employer requirements, water rights filings, etc.);
- Annual work plan with quarterly updates: In concert with the Board of Directors, create an annual work plan outlining deliverables and due dates. Provide quarterly updates to the Board;
- Fiscal management: In concert with the Finance Committee, the Board of Directors, and contracted professionals, maintain an active annual budget process with quarterly reviews of fiscal resources and expenses sufficient to sustain board-directed programs while sustaining an approved fiscal position in compliance with established regulations, general accounting principles, and the organization's adopted investment policy; and
- Other administrative duties as assigned.

## **Requirements:**

- Demonstrated experience with programmatic and administrative duties described above;
- Demonstrated history of facilitating community engagement to identify and implement collaborative projects and programs;
- Work both independently and as part of a team across hybrid locations;
- Exercise initiative and follow-through;
- Possess excellent communication skills.

## **Desired Qualifications:**

- Professional experience in organizational management;
- Comfortable with a flexible work schedule;
- Active working relationships with governments, NGOs and Mono Basin community members;
- Knowledge of the Mono Basin, and its diverse natural and cultural history or demonstrated experience working in a rural community.

## **Benefits:**

- Flexible work schedule;
- Health and Retirement benefits available;
- Participation with an organization and community to make a real difference for the land and others.