



TAHOE

RESOURCE CONSERVATION DISTRICT

870 Emerald Bay Road Suite 108, South Lake Tahoe, CA 96150 • 530.543.1501 PH • TahoeRCD.org

Tahoe Fire and Fuels Team

Program Manager

Location South Lake Tahoe, California
Salary \$83,385.80 - \$116,74.12 (\$40.09 - \$56.13/hour)
Duration Full-time, Year-round

Background

Located in beautiful Lake Tahoe, Tahoe Resource Conservation District (Tahoe RCD) seeks to hire a full-time Tahoe Fire and Fuels Team Program Manager. Tahoe RCD is a leader in local conservation, and our staff works with a diversity of stakeholders, including land managers, government agencies, fire protection districts, tribal entities, educational institutions, landowners, and others, to protect, restore, and enhance the natural resources of the Lake Tahoe Basin.

Position Overview

The Tahoe Fire and Fuels Team (TFFT) Program Manager serves as the primary staff lead for one of the Lake Tahoe Basin's most important cross-jurisdictional wildfire resilience partnerships. TFFT unites federal, tribal, state, and local governments, the fire agencies, utilities, nonprofits, and private partners to advance resilient communities and landscapes across the Lake Tahoe Basin through coordinated fuels management, prescribed fire, community preparedness, policy alignment, funding strategies, and public engagement.

The Program Manager operates under the strategic direction of TFFT leadership and the Multi-Agency Coordinating Group (MAC), serving as a neutral convener and trusted coordinator across diverse institutions.

This is a high-trust, high-autonomy role requiring political judgment, strategic thinking, operational discipline, and the ability to move complex multi-agency initiatives from concept to execution. This position is a two-year term with the possibility of extension based on available funding.

Essential Functions

Partnership Leadership & Basin-wide Coordination

- Lead day-to-day operations of the Tahoe Fire and Fuels Team.
- Coordinate collaboration among 20+ partner organizations with differing authorities, priorities, and constraints.
- Plan, facilitate, and manage TFFT and MAC meetings, retreats, executive briefings, and working groups.
- Maintain momentum on shared priorities across agencies and jurisdictions.
- Serve as a neutral, relationship-centered coordinator trusted by both executive leaders and practitioners.

We Do Conservation

The mission of the Tahoe RCD is to promote the conservation, stewardship and knowledge of the Lake Tahoe region's natural resources by providing leadership and innovative environmental services to all stakeholders.

Strategic Planning & Program Development

- Lead development and implementation of annual work plans and long-range strategic priorities.
- Identify opportunities for cross-boundary efficiencies, joint initiatives, and shared investment.
- Translate emerging risks, opportunities, and partner needs into actionable programs.
- Build scalable systems, workflows, governance tools, and continuity mechanisms.

Communications & Public Engagement

- Direct the Fire PIT (Public Information Team) as TFFT's communications working group.
- Coordinate Basin-wide messaging related to wildfire preparedness, prescribed fire, forest health, defensible space, and resilience initiatives.
- Oversee newsletters, campaigns, media coordination, presentations, digital content, and public-facing materials.
- Translate technical land management work into accessible public communication

Funding Strategy & Grant Development

- Identify and pursue funding opportunities supporting TFFT operations and partner priorities.
- Lead or support grant writing, budgets, scopes of work, proposals, and reporting.
- Coordinate regional alignment for programs tied to LTRA, SNPLMA, CAL FIRE, state, federal, philanthropic, and utility funding sources.
- Strengthen financial sustainability of TFFT staffing and initiatives.

Policy, Governance & External Affairs

- Monitor legislation, policy shifts, agency priorities, and regulatory developments affecting wildfire resilience.
- Support leadership with strategic analysis and decision support.
- Represent TFFT with boards, committees, elected officials, foundations, and public forums.
- Maintain and improve governing documents, charters, reporting systems, and accountability structures.

Program Administration

- Manage contracts, consultants, scopes of work, deliverables, schedules, and reporting requirements.
- Maintain institutional records, agendas, decisions, action items, and continuity documentation.
- Supervise support staff, interns, or contractors as assigned.
- Ensure professional execution across multiple, simultaneous initiatives.

Ideal Candidate Profile

The successful candidate is:

- Highly self-directed and able to operate with minimal oversight.
- Politically aware without being political.
- Comfortable with executives, agency staff, and the public.
- Organized enough to run systems, flexible enough to navigate ambiguity.
- Strong under pressure and able to manage competing personalities.
- An exceptional writer, facilitator, and communicator.
- Mission-driven, practical, and trusted.

Minimum Qualifications

- Bachelor's degree in natural resources, public administration, environmental policy, communications, planning, or related field.
- 5+ years of progressively responsible experience in program management, interagency coordination, public sector leadership, wildfire resilience, or related fields.
- Demonstrated experience facilitating multi-stakeholder groups.
- Experience developing grants, budgets, contracts, or funding proposals.
- Strong writing, presentation, and relationship management skills.
- Valid CA or NV driver's license.

Preferred Qualifications

- Experience in wildfire, forestry, fuels management, emergency management, or land management.
- Knowledge of Lake Tahoe Basin institutions and stakeholders.
- Familiarity with the Tahoe Fire and Fuels Team.
- Experience working across California/Nevada regulatory and political environments.
- Incident Command System or collaborative governance experience.
- Supervisory experience.

Working Conditions

Tahoe RCD offers a hybrid work format; work may be performed partially from home when appropriate. The Executive Director must approve hybrid work schedules, and employees must attest that their home workplaces comply with Tahoe RCD workers' compensation requirements. Work is performed at a desk (70%) and in the field (30%). The office environment has natural and artificial lighting. This Position may require flexible work hours when needed (occasional evenings and weekends). Incumbent may be required to use a personal vehicle for work duties. The District will reimburse mileage at the federal rate.

Physical Requirements

The physical requirements described here are representative of those an employee must meet to perform the essential functions of the job successfully. This work may include climbing steep terrain, moving in and out of streams, lifting, carrying supplies and equipment, etc. during all seasons. Must frequently lift or move up to 40 pounds. The noise level in the work environment can range from very quiet to very noisy. The ability to sit, use a keyboard, stand, use hands and feet, talk, walk, stoop, and reach are required very often in this position.

Valid Class "C" driver's license preferred. A DMV printout may be required prior to employment. Must comply with Federal, State, and local regulations and practices related to Equal Opportunity, sexual harassment, and a drug-free workplace.

Benefits:

Tahoe RCD offers a competitive benefits package, including:

- 80% employer-paid medical and 100% employer-paid dental, vision, basic life insurance and Employee Assistance Program
- Paid Time Off: 120 hours annually (years 1–3)
- 11 paid holidays plus 2 floating holidays
- California Public Employees' Retirement System (CalPERS)
- State and federal insurance programs (Unemployment, Workers' Comp, Social Security, Medicare)
- Optional deferred compensation plan (457b)

To Apply:

Send email with "TFFT Program Manager – [Your Name]" in the subject line and attach a cover letter, resume, and three references to: Denise Earls, Human Resources – jobs@tahoercd.org by 5:00 pm, July 17, 2026. *Applicants who do not follow these instructions will not be considered.*

TAHOE RCD IS AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE TAHOE RCD TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.