



Agricultural Programs Manager

Permanent Full Time (36 hours per week)

\$80,000 - \$90,000, DOQ

Competitive benefits package

Priority Application Deadline November 16, 2025

Position open until filled, applicants are encouraged to apply while posted.

Thurston Conservation District seeks an organized leader to collaboratively support the agriculture technical staff in developing and implementing projects, securing funding, and increasing the effectiveness of our partnership with agricultural community members for the stewardship of local natural resources.

POSITION DESCRIPTION

This position supports Agricultural Technical Assistance and Conservation Project Implementation Programs at the district in a team-focused role that requires 1) coordinating, mentoring, and training team members, and overseeing projects and workloads; 2) managing multiple concurrent grants, budgets, projects, reports, and deadlines; 3) managing, responding, and assigning community requests for agricultural technical assistance, agriculture cost-share projects, project implementation, and complex, diverse technical assistance scenarios; 4) collaborating closely with the Conservation Program Director to develop and lead agriculture grant and program development. This position also collaborates regularly with other Thurston CD Leadership Team members to maintain a vibrant, effective, and passionate team at Thurston Conservation District.

Work will be focused in three key and knowledge and skills related to these areas of work are essential:

1) Agriculture Team Coordination

- Primary support for the ag program technical staff; provides calm leadership through coordinating, training, mentoring, and supervising members of the team; helps team manage workloads, problem-solve, and meet project timelines and deliverables. Coordinates hiring process for team members.
- Manages technical assistance (TA) requests, prioritizes responses, handles assignments to team members; ensures team members provide appropriate, high quality technical assistance services to the community.
- Works collaboratively with Conservation Program Director to assign projects, programs, and tasks to team members to maintain team funding pathways, professional development, and completion of project deliverables.
- Oversees team members managing a range of agricultural projects, including but not limited to the soil-testing program, cost-share projects, diverse grant funded projects, as well as general technical assistance and other projects assigned to team members.
- Actively guides the professional development of team members through work oversight, mentorship, securing training funds, and identifying opportunities for ongoing professional development.

2) Agriculture Programs Management

- Manages agriculture program grants and projects, including but not limited to project development and grant writing; grant contracting; coordination with funding agencies; budget development; ongoing budget management; project team management; data collection and tracking of progress toward deliverables; staffing allocations to various projects; timely implementation of grant objectives, reporting internally and externally.
- Develops funding applications and supports funding application development of team members.
- Leads and oversees procurement processes as needed for grants and other projects, including quote solicitations etc.; implements processes consistent with District policies; responsible for record keeping, documentation, contract management, and related tasks in the District's shared file system.
- Contributes regularly (in lead and support roles) to refining and improving TA processes, tools, and

resources.

- Develops and implements tracking and program management tools to support the technical team, Conservation Program Director, and TCD.
- Identifies, develops, manages, and implements projects and programs with the Team and Conservation Program Director. Manages existing programs and helps develop new opportunities to meet emerging needs in the community.
- Establishes relationships and partnerships within the community by participating in technical assistance work groups, advisory committees, and project development committees
- Represents the district in meetings and work groups as needed; provides analysis of ordinances and laws, public speaking and presenting on tours, and coordinates with TCD management on relevant topics.
- Communicates regularly and promptly with the Conservation Program Director regarding team member progress on grant projects, staff plans, budgets, hours allocations, and related program topics, to meet Program needs and budgets.

3) Agriculture Technical Assistance Services

- Identifies and guides implementation of appropriate conservation practices that meet the needs of community members and address natural resource concerns.
- Develops and oversees implementation of complex cost-share projects and programs, as capacity allows. While most of this position is focused on program management, some project implementation may be required to support team workloads.
- Acts as the lead TCD representative on regulatory referrals from outside agencies and oversees team members working on referral cases. Provides feedback to regulatory partners and advises TCD staff on regulatory referrals.
- Provides expertise, training, and technical assistance in agricultural property management.
- Performs and oversees complex technical assistance.
- Works closely with engineer when required for projects and proposals.

KNOWLEDGE & SKILLS

- Ability to communicate, verbally and in writing, effectively with private landowners, project partners, and co-workers, and capacity to engage diverse communities.
- Must be a self-driven and resourceful team player with a proven problem-solving ability.
- Ability to manage multiple priorities in a fast-paced environment. Demonstrated ability to manage complex workload calmly and competently, including multiple grants, programs, or projects, variable timelines and deliverables, and associated administrative tasks required to meet deadlines and achieve grant/project goals
- Demonstrated communication, facilitation, training, coordination and management/supervisory experience.
- Demonstrated ability to work with minimal supervision and to directly support coworkers to achieve overall team success.
- Demonstrated passion for collaborative work and a desire to support other staff members, balancing multiple competing demands thoughtfully and fairly. Ability to prioritize the needs of the team first.
- Proven experience developing, writing, receiving, and managing diverse types of grants, both small and large, project-specific and program-level. Experience securing large, multi-year grant awards (\$300,000+) with multiple tasks and multiple partners.
- Familiarity with Washington's regulatory and permitting requirements, such as the Growth Management Act, Critical Areas Ordinance and policies, and other agriculturally relevant local ordinances and policies.
- Experience in natural resource management; knowledge of general agricultural systems and principles; familiarity with funding and resource programs aligned with agriculture such as NRCS.
- Excellent written and verbal communication skills.
- Excellent interpersonal and conflict resolution skills.

- Ability to organize, manage, and analyze information in databases (ex. Excel, Smartsheet, basic GIS competence, etc.).

QUALIFICATIONS & EXPERIENCE

Master's or bachelor's degree in Agriculture, Natural/Environmental Science, Natural Resources, Botany, Land Management, Environmental Studies, or other related fields.

Five (5) years of natural resource management or public program management with personal agricultural experience, and 2 years of supervisory experience.

Team supervisory experience working as a program manager, with the ability to track complex programs, budgets and provide mentorship and direction to a team.

OR

Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Desired Licenses/Certifications:

Natural Resources Conservation Service Conservation Planner I, II, or III

Center for Technical Development Farm or Dairy Planner I, II, or III

Desired Qualifications:

Experience working as an agricultural planner with a Conservation District or with NRCS for at least 3 of the 5 years.

Robust experience communicating and supporting landowners with planning and implementing of conservation projects.

This is a broad description of the qualifications for the Agriculture Programs Manager position. We do not expect any single candidate to possess all the qualifications listed. Research tells us that some individuals will only apply to roles if they meet all the listed qualifications, but we will train you and we expect you to learn in the role. We are looking for team members who round out our current skill base. If this is you, we encourage you to apply.

SCHEDULE & WORKING CONDITIONS

This position is permanent, overtime non-exempt, and full-time (36 hours per week) with flexible work hours. Local and out-of-town travel, occasional evening and weekend hours are needed. TCD offers a hybrid work environment where office work may be performed at home or, as well as in the field. District employees may choose to work from the office more if they would like.

Employees are provided with necessary TCD-owned equipment to perform their job responsibilities outside of the office and supported with a gear stipend.

This position description represents a general outline of the job duties, essential functions and minimum required qualifications and is not intended to be comprehensive in nature. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change. Eligibility for this position is contingent upon the individual's ability to perform the essential functions with or without reasonable accommodation. This position requires frequent sitting and standing.

COMPENSATION & BENEFITS

This position is budgeted for an annual salary starting between \$80,000-\$90,000 depending on the applicant's qualifications. Per the Collective Bargaining Agreement, the Thurston Conservation District currently observes seventeen (17) paid holidays (including six personal holidays). Employees also accrue sick and vacation leave. The District offers

medical, dental, vision and life insurance coverage for employees paid at 100% by TCD, with an option for coverage at 75% for spouse or dependents by TCD. Additional voluntary supplemental insurance opportunities are also available. Participation in regular professional development opportunities are strongly encouraged and supported. Thurston CD employees participate in [Public Employees Retirement System \(PERS\)](#). Staff also has access to an additional voluntary retirement savings programs within the State of Washington's Department of Retirement Systems – [Deferred Compensation Program \(DCP\)](#). This position is represented by the Washington Federation of State Employees, AFSCME Council 2. The current Collective Bargaining Agreement is available on the staff page of our website.

EQUAL OPPORTUNITY EMPLOYER

Here at Thurston Conservation District our employees and the people we serve come from all walks of life. We strive to hire great people from a wide variety of backgrounds. Having a diverse workforce is the District's greatest resource of strength and knowledge. We are committed to building a diverse and inclusive workplace for everyone. All qualified applicants receive consideration for employment without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Please let us know if you need accommodation to participate in the application process.

TO APPLY

Priority application deadline is November 16th, 2025. Applications will be reviewed upon receipt. This position is open until filled and applicants are encouraged to apply while the position is posted on our website. **Please note, TCD is hiring a Natural Resources Specialist (Technical Agricultural Planner) position concurrently. These positions are different with different duties and experience levels required. We encourage applicants to review both descriptions and apply for the position that best matches their experience and interest.**

Please include the following in your application package:

- 1) Resume
- 2) Cover letter
- 3) Three (3) professional/educational references

Be sure to describe your interest and unique qualifications for the position and the skills that you bring to the Conservation District team. Your cover letter is not to exceed one page. Letters of recommendation may be included.

Send electronically (please no paper copies) to: job-applications@thurstoncd.com

Please include **Agriculture Programs Manager – YOUR NAME** in the subject line.

Priority application deadline: November 16, 2025

Position open until filled with an ideal start date on or before December 15, 2025.

**We sincerely thank you for your interest in joining the
Thurston Conservation District team!**