



Hawaii Rangeland Stewardship Foundation seeks a Program Manager

About the Organization: The candidate will work for the Hawaii Rangeland Stewardship Foundation (HRSF) and the Hawaii Cattlemen's Council (HCC), hereafter referred to as "the Organization." HCC is a 501c5 organization which advocates for policies and initiatives that support Hawaii's cattle industry. HRSF is a 501(c)(3) which seeks to perpetuate Hawaii's rangelands through sound land stewardship, thereby preserving open space, supporting local food production, and promoting enhanced eco-system services attributable to Hawaii's rangelands through education and advocacy. Together, HCC and HRSF provide resources to Hawaii's cattle industry to ensure it continues to play a vital role in our food system.

Position Overview: The Organization seeks a skilled, full-time Program Manager to support the mission of HRSF and ensure the successful implementation of its USDA Grazing Lands Conservation Initiative (GLCI) cooperative agreement. For more information on GLCI, see www.nrcs.usda.gov/programs-initiatives/glci-grazing-lands-conservation-initiative.

Duties/Responsibilities Include:

- Work with partners to plan and implement an annual Range Camp for high school students to provide hands-on-education on the different aspects of the cattle industry
- Work with partners to plan and implement annual field day workshops to provide hands-on-education to Hawaii's cattle producers
- Develop a statewide grazing plan to identify needs in management of rangeland issues (such as Two-lined Spittlebug, deer, and biosecurity)
- Develop outreach materials to share the benefits of well-managed rangelands
- Serve as the principal liaison between the Hawaii Rangeland Stewardship Foundation and numerous resource agencies and conservation organizations with the goal of facilitating the implementation of conservation practices on grazing lands
- Plan and implement fundraising events
- Lead planning, outreach, and delivery of opportunities designed to engage diverse practitioners, students, and other stakeholders in grazing lands stewardship
- Collaborate with conservation partners to further expand opportunities for partnership and delivery of technical assistance resources to landowners
- Directly manage and regularly update the Coalition's website, social media platforms, and email list
- Other duties as assigned.





Required Qualifications:

- Excellent interpersonal skills and ability to build and maintain positive working relationships with diverse set of industry partners
- Familiarity with Hawaii's cattle producers
- Ability to work independently with little supervision
- Ability to distill complex subject matter to any audience for comprehension
- Knowledge of current rangeland ecosystem and grazing management principles, concepts, theories, and key stakeholders in Hawaii
- Excellent written and verbal communication skills; detail oriented, strong independent work ethic, and ability to manage multiple priorities in a dynamic work environment
- Willingness and ability to travel both within and out of the State
- Experience in marketing and/or advertising, including social media management and website development
- Experience with Microsoft Office Suite, Google Workplace Suite, Zoom and other virtual workplace platforms
- Regular attendance and familiarity with major industry meetings, conventions, and conferences
- Valid driver's license and reliable transportation required

Preferred Qualifications:

- Bachelor's degree or higher in rangeland management, natural resource management, agriculture, or other applicable field of study from an accredited institution
- Strong understanding of federal and state programs that promote conservation on grazing lands (including Farm Bill programs), with understanding of extension and local grazing lands programs and resources additionally preferred
- Experience with collaborative processes and strategic planning
- Adaptable and able to move work forward within complex political and multi-jurisdictional landscapes
- Creative and positive approach to communication and problem solving
- Willingness and ability to maintain confidential information and work with diverse populations

Amount of Time & Status: 40 hours a week, exempt, Monday-Friday, with some weekend work depending on events. This position is currently funded for four years. Extension of the position will be dependent upon securing ongoing coordination capacity support.

Location: This position is remote with a requirement of residency in Hawaii. Frequent travel within the State, and occasional travel outside of the State, will be required.

Compensation: Salary is \$60,000-\$66,000 and based on qualifications. The Hawaii Rangeland Stewardship Foundation offers health and dental insurance, paid time off, retirement options,





Reports to: This position reports to the Managing Director of the Hawaii Cattlemen's Council, Hawaii Rangeland Stewardship Foundation, and Hawaii Beef Industry Council.

Working Environment/Physical Activities: Work environment is an office and field setting. Physical activities include sitting at a desk and working on a keyboard and computer several hours a day; conducting business over the telephone and via email; standing and walking for long periods of time for field visits; traveling long distances by vehicle (including traveling on unpaved roads). Must be able to work in a variety of environments, including outdoor activities in a variety of weather conditions. This position may also require moving materials up to 25 pounds.

Target start date: February 2025

To Apply: Please send a cover letter and resume to nicole@hicattle.org. Application period is open until the position is filled.

Hawaii Cattlemen's Council and the Hawaii Rangeland Stewardship Foundation are equal opportunity employers and maintain a policy of nondiscrimination for employees and applicants for employment.

