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# Public Access Program Manager

Solano Land Trust seeks a Public Access Program Manager to lead facilities management, volunteer program oversight, and community engagement, ensuring its protected lands are safe, welcoming, and meaningful places for all people across Solano County.



## Organization Overview

Solano Land Trust was founded in 1986 as the Solano County Farmlands and Open Space Foundation as a result of open space advocates, land developers, and a municipal government working together to benefit the whole community. This unusual collaborative genesis created the structure for a board of directors that reflects all sides of land-use issues united in the mission to preserve the agricultural legacy and natural landscapes of Solano County and enhance people's relationship to the land. Solano Land Trust has permanently protected over 25,000 acres of natural areas and agricultural lands.

### Mission

To inspire a love of the land and preserve it for people, food, and the natural environment.

### Values

Solano Land Trust is committed to balancing its work to benefit the entire community, today and for future generations. They recognize that land and people are inextricably linked and have been for thousands of years, and that protecting land means addressing the environmental challenges that affect both the land and the people who depend on it. The land trust also acknowledges that it cannot meet its forever promise in a way that is meaningful to people throughout the community without intentional and sustained attention to the community and the organizational integrity necessary to carry its mission forward.

### Land Acknowledgment

As Solano Land Trust honors the relationship of people to the lands and waters of Solano County, they wish to acknowledge the Indigenous people who lived here and whose ancestors are still living here.



photo credit: T. Muehleisen

## Position Overview

The Public Access Program Manager is a new position that will help shape and steward how the public experiences Solano Land Trust's conserved lands, from running vibrant volunteer programs and building meaningful community partnerships to maintaining safe trails and welcoming facilities.

The Public Access Program Manager reports to the Stewardship Director. This position will lead the day-to-day planning, coordination, and implementation of all public access activities across the land trust's portfolio of protected properties, with primary focus on Rush Ranch Open Space, Lynch Canyon Open Space, and Patwino Worrta Kodoi Dihi Open Space. They will develop and manage partnerships with public agencies, community organizations, and volunteer groups, oversee facilities maintenance, and ensure that access programs operate safely, equitably, and in alignment with conservation values. This person will also supervise the Facilities and Fleet Coordinator and the Engagement Specialist.

The ideal candidate is a skilled program manager and relationship-builder who is comfortable with a range of public access responsibilities, whether that's leading a volunteer workday, negotiating a partnership agreement, or developing a safety and facilities maintenance plan. They bring a genuine love of the outdoors, a commitment to community connection, and the organizational skills to manage a diverse and active program portfolio. As this role develops and the organization expands, additional opportunities for growth will arise, including strategic program development, regional partnership cultivation, comprehensive grant management, and leadership in conservation education.

# Responsibilities

## Public Access and Community Engagement

- ★ Assess visitor needs and develop strategies to improve public engagement with Solano Land Trust lands while collaborating with Stewardship staff to balance habitat protection and land management goals.
- ★ Provide oversight to staff who plan and coordinate public events, volunteer activities, and community engagement opportunities.
- ★ Supervise staff who recruit, train, and manage volunteers for trail maintenance, stewardship events, docent programs, and visitor engagement activities.

## Partnership Coordination

- ★ Manage all public access partners at Rush Ranch Open Space, including Solano Resource Conservation District, Access Adventure, Crescent Moon, and other user groups, to coordinate programs, schedules, and resource use.
- ★ Coordinate use of the Rush Ranch Nature Center, including reservations, scheduling, facility preparation, partner communications, and ensuring proper protocols are followed.
- ★ Manage public access coordination with Solano County Parks at Lynch Canyon Open Space and Patwino Worrtla Kodoi Dihi Open Space, serving as primary liaison for programming, maintenance, and visitor services.
- ★ Lead Solano County Working Groups for Lynch Canyon and Patwino Worrtla Kodoi Dihi, facilitating collaboration, planning meetings, and implementing group recommendations.
- ★ Develop and maintain partnership agreements, memoranda of understanding, and collaborative frameworks with all public access partners.
- ★ Foster new partnerships to support equitable access to properties.
- ★ Coordinate and communicate with telecom and utility owners to ensure the safety and accessibility of workers, visitors, and property; monitor and respond to compliance issues as needed.

## People, Administration, and Program Management

- ✦ Lead program development, provide guidance on priorities, project management, and reporting and evaluation.
- ✦ Supervise and support two direct reports, providing clear direction, supporting performance success, regular feedback, and opportunities for professional growth.
- ✦ Foster a collaborative, mission-driven team culture that reflects Solano Land Trust's values of integrity, inclusion, and long-term thinking.
- ✦ Develop and manage budgets for public access programs, facility operations, and partnership activities.
- ✦ Research, write, submit, and manage grants for public access enhancements, education programs, and operational support.
- ✦ Coordinate with staff across conservation, stewardship, communications, and development related to public access initiatives.
- ✦ Prepare reports for the leadership team, board, funders, and partners, documenting program outcomes and visitor metrics.
- ✦ Manage telecommunications accounts and partner invoicing.

## Facilities Management and Safety

- ✦ Oversee safety protocols and infrastructure maintenance at Rush Ranch in coordination with the Facilities and Fleet Coordinator, including off-grid electrical, septic, water purification, and public facilities.
- ✦ Ensure visitor-facing structures across all properties, including trails, interpretive kiosks, seating, and restrooms, are well-maintained, safe, and accessible.
- ✦ Participate in the Safety Committee and ensure public access activities comply with organizational safety protocols.
- ✦ Lead maintenance planning and manage project implementation through staff and contractors.

photo credit: N. Braddock

# Desired Experience and Competencies

### Partnership Coordination

- ✦ Experience developing and managing formal partnership agreements with public agencies, municipalities, or nonprofit partners
- ✦ Ability to navigate complex multi-stakeholder relationships with diplomacy and clarity
- ✦ Experience facilitating working groups, stakeholder convenings, or collaborative planning processes
- ✦ Demonstrated ability to guide/project manage volunteers and contractors
- ✦ Familiarity with land access, right-of-way, or conservation easement frameworks is a plus
- ✦ Patience, humility, and a genuine orientation toward long-term relationships

### Facilities Management and Safety

- ✦ Familiarity with off-grid facilities management, including electrical, septic, water purification, and public facilities
- ✦ Awareness of trail maintenance, erosion control, and ADA accessibility standards for outdoor recreation
- ✦ Comfort coordinating with contractors and vendors for trail and facility repairs, improvements, and inspections
- ✦ Familiarity with risk management frameworks in a land management or recreation context
- ✦ Experience developing and implementing safety protocols for public programs and outdoor activities
- ✦ Ability to conduct field-based safety assessments and respond effectively to incidents

### Public Access and Community Engagement

- ✦ Demonstrated experience building authentic relationships with diverse community members, organizations, and public agencies
- ✦ Track record of developing or expanding public programming that reflects community needs and organizational values
- ✦ Cultural competency and commitment to equity and inclusion in program design and outreach
- ✦ Experience engaging underrepresented communities in outdoor recreation or conservation programs
- ✦ Experience recruiting, training, managing, and retaining volunteers in an outdoor, environmental, or stewardship context
- ✦ Familiarity with volunteer management systems and best practices for recognition and engagement
- ✦ Ability to motivate and organize groups of varying skill levels to accomplish physical, on-the-ground work

### People, Administration, and Program Management

- ✦ Experience supervising and developing staff, including setting clear expectations, providing regular feedback, and supporting professional growth
- ✦ Experience contributing to a collaborative, mission-driven team culture and serving as a role model to colleagues
- ✦ Comfort coordinating across departments and working collaboratively with colleagues in finance, communications, stewardship, and development
- ✦ Experience developing and managing program budgets with accountability to funders and organizational leadership
- ✦ Experience writing grant proposals and managing grant-funded programs, particularly for public access, recreation, or conservation projects
- ✦ Experience supporting boards or advisory committees, including preparing materials, facilitating meetings, and following through on assigned tasks
- ✦ Comfort with data tracking, reporting, and program evaluation

### Desired Attributes

- ✦ Background in parks, recreation, outdoor education, environmental nonprofit, or natural resources management sectors
- ✦ Genuine alignment with the land trust's mission to protect land and connect the community to the natural and agricultural landscapes of Solano County
- ✦ A collaborative, people-centered leadership style that builds respectful partnerships and cultivates trust with staff, volunteers, partners, and the public
- ✦ Self-directed and adaptable, with the ability to manage competing priorities and shifting conditions reliably and with good judgment
- ✦ Familiarity with land trust operations, conservation easements, or fee land management



## Compensation

This is a full-time, exempt, benefit-eligible position. The anticipated annual salary range for this position is \$75,000–\$85,000, commensurate with experience, plus bonus potential.

Solano Land Trust provides a portion of the employee’s health, dental, and vision insurance, matches up to 3% of the employee’s contribution toward their 403(b) retirement account, and offers eleven paid holidays and three weeks of vacation per year.

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## Location

This position is based at the Solano Land Trust Rush Ranch Open Space office in Suisun City, California. While hybrid flexibility is considered, the role requires a consistent in-person presence at least four days each week. The Public Access Program Manager must be available for occasional travel throughout Solano County to visit protected properties, meet with partners, or attend events, which may be held after hours.

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## To Apply

Please visit [potrerogroup.com/solano-public-access](https://potrerogroup.com/solano-public-access) and select “Apply Here.” Applications should include a resume and a cover letter describing your qualifications that match the position criteria and what you will bring to the role.

Interested candidates should apply by April 26, 2026, for priority consideration.

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## Start Date

Summer 2026



## Additional Information

More information on Solano Land Trust can be found at [solanolandtrust.org](https://solanolandtrust.org)

For additional information regarding this opportunity, please contact:

**Amy Jiang**

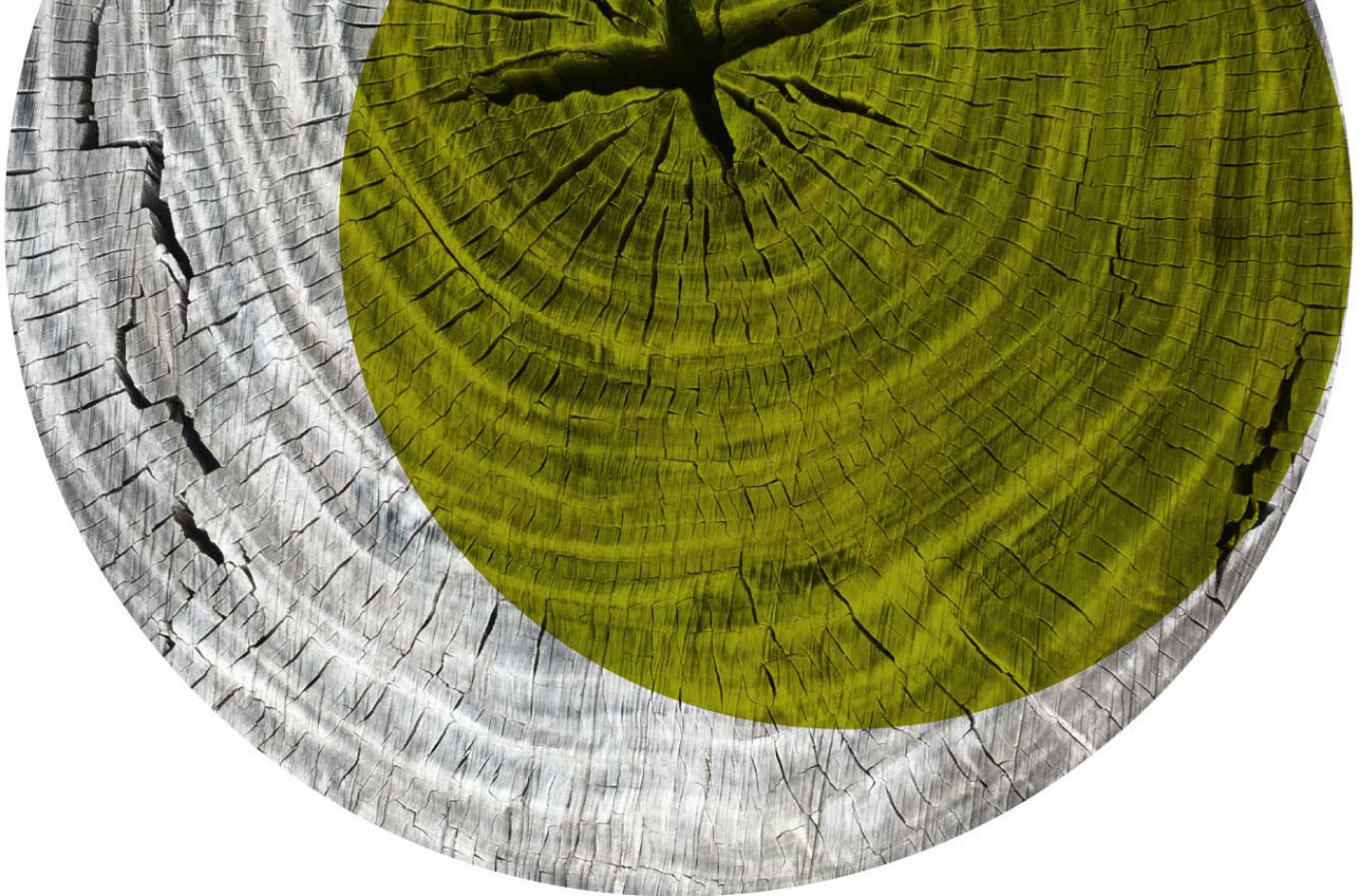
Consultant and Search Lead,  
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## Equity and Inclusion Statement

Solano Land Trust is an equal opportunity employer. Solano Land Trust is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, protected veteran status, or any other characteristic protected by applicable law.



Potrero Group is honored to coordinate this search on behalf of Solano Land Trust. We support innovative leaders and organizations making a difference in the world with strategic planning, facilitation, organizational development, and board and executive search services. We are committed to equitable and inclusive practices in all of our work.

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