

New Business Administrator

Position Title: New Business Administrator

Location: Colusa, Sacramento, or Chico

Status: Exempt

Reports to: President

Pay Range: \$135,000.00 - \$150,000.00

A thriving future for California's environment and communities requires bold vision, creative problem-solving, and relentless determination. This is a critical decade for action and River Partners is growing our team of talented, dedicated change-makers to meet the challenge head on. Join us!

Who We Are

River Partners brings life back to California rivers. We've revitalized more habitat along impaired California rivers than any other entity in the western U.S., having led hundreds of projects across nearly 20,000 acres throughout California. We restore thriving native forests and ecosystems that support imperiled wildlife, improve flood safety, boost the state's climate resilience, replenish and improve freshwater resources, create open space for communities, and build stronger local economies. Since 1998, we have pioneered an innovative, entrepreneurial approach to conservation, combining modern farming, cutting-edge science, and diverse partnerships.

We are meeting the urgent need this decade to restore our riverways and seek passionate team members to help us grow our restoration footprint at an unprecedented pace and scale.

Why We Do It

Healthy rivers are California's essential arteries that sustain our food systems, economies, communities, and wildlife found nowhere else on Earth. Our riverways support more species and in greater numbers than any other ecosystem in California—making our state a worldwide biodiversity hotspot.

Yet just 5% of our native riverside habitat remains.

State and federal commitments call for exponentially increasing the pace and scale of river ecosystem repair to adapt to accelerating climate impacts. With their critical role in sustaining wildlife, natural resources, and communities, healthy rivers are essential for a flourishing Golden State. The actions we take to restore our riverways during this decade will decide California's future for generations to come.

Why You Should Join Us

River Partners offers competitive salaries and benefits, including comprehensive health care insurance, flexible spending accounts, a 401(k) plan with immediate employer matching, paid time off, life insurance, disability coverage, employee assistance programs, and other well-being benefits. We're proud of our supportive culture and focus on work-life balance.

Position Description:

The New Business Administrator works with the President, the New Business Team and the Finance and Administration Teams at River Partners to structure and facilitate the delivery of River Partners' primary lines of business: restoration and planning, contract work, land acquisition, philanthropy, and corporate engagement.

Supervisory Responsibilities: This position has supervisory responsibilities.

Essential Functions and Responsibilities of This Position Include:

- Develop an easily accessible project pipeline tool that includes near- and long-term priorities from all of River Partners' lines of business (restoration and planning, contract work, land acquisition, philanthropy and corporate engagement).
- Develop financial tools for the New Business Team to use at regular meetings to analyze the performance and needs of River Partners' portfolio of potential new projects (i.e. contract revenue or corporate investment needed to support anticipated losses on publicly-funded projects).
- Facilitate New Business Team meetings: provide structure for pipeline-driven conversation around building River Partners' backlog of work to be completed.
- Work with River Partners' Finance and Administration Team to ensure the organization maintains adequate and realistic projections for anticipated new work.
- Provide support to each of River Partners' lines of business to ensure timely submission of proposals and bids; identify inter-departmental needs to complete proposal and bid submission and facilitate coordination as needed.
- Work with River Partners' Communications Team to prepare high-level analysis of the New Business portfolio that can be regularly and easily updated and shared with public, private and corporate audiences.
- As needed, attend site tours and meetings with project partners and funders.

Essential Knowledge Skills and Abilities

The ideal candidate will have:

- Experience developing project work with meaningful community-based outcomes.
- Demonstrated success preparing proposals, budgets and/or bids for public work.
- A high degree of emotional intelligence to interact and motivate across diverse teams and with external partners.
- Experience facilitating \$50MM+ portfolios of work with diverse outcomes.
- Demonstrated competence in preparing financial analysis tools to guide strategic

investment of time and resources.

- Familiarity with public, private and philanthropic funding sources and demonstrated success in seeking these funding opportunities.
- Comfort working in an environment where no two projects are the same.
- Ability to provide both structure and flexibility to account for changing conditions and needs of the organization.
- Creativity and motivation to problem solve.
- Ability to work on both a team environment and independently.
- Integrity and ethics beyond reproach.
- Commitment and enthusiasm to carry out River Partners mission.

Qualifications:

- MBA Preferred, Degree in Finance or related field a must.
- Minimum of ten years of appropriate work experience.
- Proven success in managing multiple simultaneous restoration projects while successfully meeting project objectives within budget.
- Experience working with Microsoft Office Suite software.
- Experience with Deltek Vantagepoint or familiarity with other CRM programs a plus.

To Apply

Please submit a cover letter, resume, and contact information for three references to the link below

[Careers at River Partners](#)

For any questions regarding your application, please contact Human Resources at jobs@riverpartners.org.

Review of applications will begin immediately and continue until this position is filled.

Working Conditions/Physical Effort:

Does this job have any travel requirements? ☒ Yes ☐ No

Percentage of time spent traveling:

☐ 10-25%

☒ 26-50%

☐ >50%

Travel is by (check all that apply):

☒ Car

☒ Airplane

☐ Other: _____

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

Check the appropriate boxes below.

	Amount of Time--% of Work Week			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	☐	☒	☐	☐
Up to 25 pounds	☐	☒	☐	☐
Up to 50 pounds	☒	☐	☐	☐
Up to 100 pounds	☒	☐	☐	☐
More than 100 pounds	☒	☐	☐	☐

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time--% of Work Week			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	☐	☒	☐	☐
Walk	☐	☒	☐	☐
Sit	☐	☐	☐	☒
Use hands to handle or feel	☐	☒	☐	☐
Reach with hands and arms	☐	☒	☐	☐

Climb or balance	☒	☐	☐	☐
Stoop, kneel, crouch, or crawl	☒	☐	☐	☐
Talk or hear	☐	☐	☐	☒
Taste or smell	☒	☐	☐	☐

How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very quiet (examples: forest trail, isolation booth for hearing test)
☐ Quiet (examples: library, private office)
☒ Moderate noise (examples: business office with computers and printers, light traffic)
☐ Loud (examples: metal can manufacturing department, large earth-moving equipment)
☐ Very loud (examples: jack hammer work, front row at rock concert)

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of Time--% of Work Week			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	☒	☐	☐	☐
Work near moving mechanical parts	☒	☐	☐	☐
Work in high, precarious places	☒	☐	☐	☐
Fumes or airborne particles	☒	☐	☐	☐
Toxic or caustic chemicals	☒	☐	☐	☐
Outdoor weather conditions	☐	☒	☐	☐
Extreme cold (non-weather)	☒	☐	☐	☐
Extreme heat (non-weather)	☒	☐	☐	☐
Risk of electrical shock	☒	☐	☐	☐
Work with explosives	☒	☐	☐	☐
Risk of radiation	☒	☐	☐	☐
Vibration	☒	☐	☐	☐

Does this job have any special vision requirements? Check all that apply.

- ☐ Close vision (clear vision at 20 inches or less)
☐ Distance vision (clear vision at 20 feet or more)

- ☐ Color vision (ability to identify and distinguish colors)
- ☐ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☒ No special vision requirements

Describe the specific job duties that require the physical demands selected above:

- Working at a computer, using a copier, and reading documents.

Equal Opportunity Employer

River Partners is an Equal Opportunity/Affirmative Action (EEO/AA) Employer. All qualified applicants will receive consideration without regard to race, color, national origin, sex, sexual orientation, genetic information, gender identity, religion, age, status as a protected veteran, status as an individual with disability, or any other protected group status or non-job-related characteristic as directed by law.