

## Partnership for the Umpqua Rivers



1758 NE Airport Road, Roseburg OR 97470

541/673-5756

### Interim Executive Director Opportunity

**Annual Salary Range:** \$25.00 – \$35.00/Hr. (DOE and funding availability)

**Status:** Fulltime Staff Position (to include benefits); 30-40/Hr. per week.

**Duration:** This position is expected to start on or about 1 June 2019 and is expected to last through December 2020.

#### **Position Summary:**

The Executive Director is charged with overseeing the day-to-day operations of the Partnership for the Umpqua Rivers (PUR). PUR has a 17 member Board of Directors, a staff of five employees, and holds several personal services contracts with local specialists. This position responsibilities include, cultivating key partnerships and donor relationships; acting as the champion and voice of the Umpqua River; and ensuring that all programs and projects are carried out in an effective, professional and timely manner. Along with managing the staff, contractors and volunteers, the Executive Director will develop and manage the budget and will be responsible for implementing short and long-term strategic plans to help grow and strengthen the organization's ability to have a positive impact throughout the Umpqua Basin.

The Executive Director provides leadership and guidance to the Council's Restoration and Monitoring Programs and implements or manages implementation of specific Council projects. The Executive Director facilitates Council planning processes, which includes coordinating with other restoration entities (agencies, districts and other NGOs) and identifying priorities suitable to the Council's mission and organizational strengths. The Executive Director identifies and cultivates projects to leverage the Council's strong partnerships as well as its in-kind resources.

The Executive Director reports directly to the Board of Directors and is an active member of the Executive Committee. This is an at will position.

The Partnership for the Umpqua Rivers is a 501(c)(3) non-profit corporation dedicated to improving water quality and fish populations throughout the Umpqua Basin. PUR realizes its mission through the collaborative relationships with individuals, academic institutions, businesses, non-profit organizations, public/governmental agencies. This position is located in Roseburg, Oregon. For more information on the organization, please visit the PUR website at [www.umpquarivers.org](http://www.umpquarivers.org).

### **Primary Responsibilities:**

- Facilitate the Council's planning, which includes reviewing and updating existing plans such as the PUR Action Plan in coordination with other restoration entities. It involves prioritizing the Council's restoration activities, identifying new projects, developing short and long-term restoration work plans, and tracking plan implementation. It also requires keeping abreast of ecological monitoring efforts in the Umpqua Basin and incorporating monitoring results into restoration planning.
- Provide technical assistance including the evaluation, survey, design, cost estimates, layout, and implementation and construction inspection of best management practices.
- Supervise full-time staff and oversee the work of all Program Coordinators.
- Supervise activities to ensure action recommendations of the Umpqua Basin Watershed Assessments and Action Plans are addressed.
- Direct staff work toward accomplishing the goals outlined in The Oregon Plan for Salmon and Watersheds and other current guidance.
- Act as primary PUR Contracting Officer with authority to appoint Contracting Officer's Representatives and Project Inspectors. Works with staff and partners to develop contract bid packets, procures quotes and bids for contracted services and materials.
- Assists with determining the need for restoration/enhancement permits. Write up, submit and follow the permit requirements. Work to resolve any disputes with agencies issuing permits.
- Provide oversight to the Education/Outreach Program of the Council.
- Assures required monitoring is completed for projects.
- Attend committee and subcommittee meetings based on need-to-know and availability.
- Encourage and use volunteers for Council work.
- Provide oversight of PUR grants and budgets.
- Conduct or coordinate fund raising, both local and regional. Build the organization through fundraising and increased revenue generation from grants, membership, donors and events. Work with the Board of Directors to establish a comprehensive and attainable fundraising strategy.
- Serve as primary organizational spokesperson and contact for PUR with appropriate media outlets, other agencies and the public. Speak at or attend

meetings and conferences on water conservation, water quality, salmon restoration techniques, board development and community collaboration, etc.

- Work to cultivate Board involvement and Board recruitment and training.
- Support or organize support for PUR committees and subcommittees.
- Contact, encourage, and assist local landowners as they develop watershed restoration or other projects consistent with the goals identified by the Council, or for review by the Council.
- Encourage and assist coordination among all involved parties in Umpqua basin watershed activities, including local landowners, state and federal agencies, other watershed executive directors and other willing partners.
- Stay abreast of key watershed concerns and help to keep PUR current and relevant for constituents.

## **Working Conditions**

This position requires both office and outdoor work. The position is 85% in office work. Field visits are made to project locations to gather data, make outcome or suitability assessments, etc. Office work involves data analysis, plan formulation, grant writing, report writing, budget oversight, and meetings. The work requires regular and recurring physical exertion including hiking, walking, wading in water, and climbing on uneven terrain. Occasional overnight travel will be required to represent the Council and its interests at various seminars, meetings, and conferences. Incumbent must have a valid Oregon driver's license and must have a reliable motor vehicle for work-related driving. Work-related mileage will be reimbursed at state rates.

## **Desired Qualifications**

Applicants should hold a minimum of a bachelor's degree in biology, ecology, natural resource management, watershed management, fisheries, hydrology, engineering, water quality, land use, marine sciences, habitat conservation, forestry, planning, agricultural, or a related discipline. A graduate degree or experience with watershed management, restoration, planning, or non-profit management is preferred.

Additional desired qualifications include a specialization in one of the following areas:

- Experience in large and small project planning and management
- Experience in non-profit management
- Experience in collaborative facilitation and working with diverse stakeholders
- Familiarity with Pacific anadromous fish species and familiarity with the Oregon Plan for Salmon and Watersheds,
- Familiarity with stream habitat enhancement techniques and equipment,
- Ability to work well with others in the private and public sector,
- Ability to work in rough terrain and inclement weather,

- Familiarity with preparing and implementing ACOE and DSL Fill and Removal permits
- Have the ability to read, analyze, and interpret general business periodicals, professional journals, technical reports, or governmental regulations
- Have the ability to write reports, business correspondence, and procedure manuals
- Have the ability to effectively present information and respond to questions from board members, staff, partners, clients, and the general public
- Practice the highest standards of ethics, honesty, integrity and accuracy in representing the organization to the community, our partners, board members and employees.

## **Application Process**

Qualified applicants should send a letter of application describing their interest and experience relative to the position, a resume or CV, and the phone/email address of three professional references to: Partnership for the Umpqua Rivers, Attn: Eric Riley, [eric@umpquarivers.org](mailto:eric@umpquarivers.org).

The cover letter should not exceed 4-pages in length (2 double-sided pages), explain how the applicant meets the qualifications, education, and experience requirements listed above, and provide (as part of your cover letter) responses to the four (4) questions listed below.

1. Please describe why you would like to be the Interim Executive Director of the Partnership for the Umpqua Rivers. What do you consider to be your primary strengths for this position?
2. Please describe a situation that best demonstrates your ability to lead an organization, program, or project.
3. Please describe a large complex issue that required you to communicate effectively with a variety of diverse stakeholders in order to address the issue and bring about consensus.
4. Please describe some of your most recent successes fundraising for a group and how that experience would help you meet our organization's Mission, Goals and Objectives.

Priority will be given to applications received via email by 5:00PM, Pacific, on Friday, March 1, 2019. Applications will be reviewed by the PUR Hiring Committee and interviews will most likely begin the week of 11 March 2019.