



**Regional Fisheries Enhancement Group Coalition**  
PO Box 1375  
216 North Roosevelt Avenue  
Walla Walla, Washington 99362

## **Recruitment Announcement**

**Position Title:** Managing Director

### **Background:**

In 1990, the Washington State Legislature created the Regional Fisheries Enhancement Group (RFEG) Program to involve local communities, citizen volunteers, and landowners in the state's salmon recovery efforts. Each of the 14 RFEGs are community-based 501(c)3 nonprofit organizations with missions to restore sustainable salmon runs through on-the-ground stream restoration efforts as well as educating and involving the public in community-based salmon recovery activities.

The Regional Fisheries Enhancement Group Coalition, (RFEGC), a 501(c)6, is seeking a part time executive level staff person to increase its capacity to implement board approved goals and objectives. This position will assist the RFEGC Board to develop, plan, coordinate, and implement strategic initiatives and measures designed to maintain the ability of the individual RFEGs to complete their collective mission to restore salmonid resources throughout Washington State.

### **Position Description:**

The Managing Director is responsible for development, implementation, coordination, and management of all administrative, financial, planning, and communications activities of the RFEGC. This position will work with, and be accountable to, the RFEGC Board. This position requires significant individual expertise, discipline and self-motivation to accomplish board assignments. An executive committee of 3-5 board members or executive directors representing various parts of the state will provide oversight.

The Managing Director position is half time to start but may have the potential to increase hours, pending progress on sustainable funding initiatives. The Managing Director is expected to have flexible work hours to meet schedules and project deadlines.

The position may be "home-based" or an individual RFEG may be able to provide office space. The Managing Director will be required to be in Olympia 2-6 times per



month on average, to attend Coalition meetings, committee meetings and interact with state agency personnel and legislators.

#### **Duties:**

##### **Sustainable Funding**

- Lead the Coalition with pursuit of various alternatives for long-term sustainable funding including those outlined in the upcoming December 2013 Washington Department of Fish and Wildlife (WDFW) report to the legislature on sustainable funding for the RFEG program.
- Work with statewide stakeholders, WDFW, the legislature and others to further vet and later implement chosen strategies.
- Lead RFEGC with development of a marketing strategy to promote sustainable funding goals.

##### **Strategic Planning**

- Lead board in review and update of the RFEGC strategic plan to ensure that it reflects current priorities and goals.
- Ensure effective implementation of the Strategic Plan.

##### **Marketing & Outreach**

- Increase public awareness and support for the RFEG program throughout the state.
- Represent the RFEGC Board to agencies, organizations, stakeholders, media and the general public.
- Create and distribute outreach materials for the Coalition and coordinate with WDFW on the creation of these materials as they relate to the RFEG program.
- Update, improve and maintain RFEGC web site.
- Review RFEG/WDFW annual report and assist with editing, content, and quality control if requested.
- Schedule and attend meetings of individual RFEGs and local stakeholders as requested.
- Make presentations at relevant forums (e.g. SRFB, WDFW Fish Commission) where appropriate and as requested.
- Ensure that program accomplishments get reported to all funders and include recognition of funders.

##### **Legislative Coordination:**

- Work collaboratively with RFEGC Legislative Advocate.
- Track federal and state budgets and relevant legislative initiatives. Report to RFEGC on items of interest.



- Coordinate RFEG staff to work with elected officials as needed.
- Coordinate outreach to elected officials on issues that impact RFEGs.

**Surplus Salmon Related Initiatives:**

- The Managing Director may assist the RFEG Coalition with surplus salmon related initiatives.

**Administrative:**

- Advance board and committee business as directed by RFEGC President.
- Arrange, develop agendas, record minutes, and participate in committee and Board meetings via telephone and in person.
- Serve as a single point of contact for internal & external communications.
- Distribute materials and minutes for all meetings to RFEGC representatives.
- Provide administrative support to the RFEGC President.
- Manage RFEGC file share.
- Develop and manage the RFEGC budget in collaboration with Board President and Treasurer.
- Create contracts. Conduct contract negotiations and perform contract implementation tracking.
- Assist Coalition members with tasks and deliverables to ensure success of committee work.
- Support treasurer with bookkeeping and reporting using QuickBooks software

**Qualifications:**

- Bachelor's degree.
- Familiarity with Washington State Regional Fisheries Enhancement Group Program.
- Superb communication, negotiation and conflict resolution skills.
- Tactful manner and able to maintain professionalism at all times in all situations.
- Experience with governmental and nonprofit organizations, especially those in the environmental conservation arena. Experience working with legislators.
- Ability to facilitate effective meetings and lead fruitful discussions.
- Ability to take diverse viewpoints and desired outcomes and cultivate them into a shared vision and work plan that gains consensus support.
- Ability to track complex issues and information.
- Ability to establish working relationships with diverse individuals and organizations including with difficult people.
- Ability to prioritize work tasks and make progress toward deadlines even when priorities shift or multiple, high-priority tasks need attention simultaneously.



- Excellent written communication skills, including ability to write reports, marketing materials and professional letters. Familiarity with online and print media.
- Experience developing goals, schedules and meeting deadlines.
- Self-directed and self-motivated with a high level of integrity.
- Detail oriented and responsive.

### **Compensation**

- \$25 - \$30/hour depending on experience. This equates to \$52,000 - \$62,400 per year for full time work. (This position is advertised as part time – 50% to start.)
- The position does not include medical, dental, retirement or other benefits.
- If the position reaches 75% FTE, holidays and paid time off are available

### **Application Materials Required:**

Submit detailed 1) resume, 2) three references, 3) 2 page response to ‘Supplemental Questions’ below, and 4) cover letter directly addressing your ability to carry out the work outlined in the job announcement.

Applications received by January 7th will be given priority consideration however; the position will remain open until filled. If submitting after January 7<sup>th</sup>, please check our website at [rfeg.org](http://rfeg.org) to see if the position is still open. Incomplete or improperly submitted applications may not be considered.

### **Where to Apply**

Send application materials by e-mail to:

Jerilyn Walley, Administrative Consultant – RFEG Coalition

[JerilynW@spsseg.org](mailto:JerilynW@spsseg.org)

and

Rebecca Benjamin, Executive Director – North Olympic Salmon Coalition

[rbenjamin@nosc.org](mailto:rbenjamin@nosc.org)

### **Supplemental Questionnaire:**

1. Describe your experience-building consensus among divergent groups to bring processes to effective resolution.
2. Describe a specific project where you facilitated and maintained a positive relationship with a state and/or federal agency.
3. Describe your experience working with a diverse Board, multiple stakeholders while supporting multiple committees and directors.

