



## Program Director

### Position Summary

The Program Director is an employee of the Coast Salmon Foundation (Foundation), which is a Washington State 501(c)(3) non-profit corporation and the fiscal sponsor of the Coast Salmon Partnership (Partnership). The Partnership is comprised of the Lead Entities for salmon recovery within the Washington Coast Salmon Recovery Region. The Coast Salmon Partnership works to keep our salmon runs, our livelihoods, and the way of life that depends on them healthy in some of the last best habitats for salmon in Washington state.

The Program Director is the technical lead responsible for advancing salmon recovery and watershed health in the Washington Coast Salmon Recovery Region. The Program Director reports to the Executive Director and provides support to the board of directors for the Coast Salmon Partnership and the Coast Salmon Foundation. The position works closely with salmon recovery partners such as state and federal agencies, tribes, local jurisdictions and nonprofit organizations to develop and implement complex salmon recovery, watershed, and environmental resource plans, programs, and policies. This position requires a background in salmon biology, proficiency working with database and geographic information system applications, strong communication and writing skills, and a working knowledge of natural resource and land use policy.

This is a full-time exempt position. Work schedule is 40 hours/week, Monday – Friday and will involve occasional evening or weekend hours. Salary range is from \$60,000 to \$80,000 per year. The position involves approximately 5-7 days of travel per month within the coast region. The position includes paid holidays, sick leave, and vacation leave. This position is eligible for group health and retirement benefits.

### Duties

- Provide technical support for the Lead Entities in the coast region. Attend monthly meetings of the four Lead Entities in the coast region. Serve as resource on statewide salmon recovery topics, advances in restoration science, and habitat restoration grant and funding alternatives. Facilitate communications, cooperation, and agreements needed to further implement the Washington Coast Sustainable Salmon Plan. Coordinate with the Recreation Conservation Office to support the Lead Entity process for the coast region.
- Administer the Coast Salmon Partnership Plan Implementation Committee. Lead regular meetings of the Plan Implementation Committee. Oversee and guide progress on the implementation strategy and the Pilot Watershed Restoration program. Work with Science Director, Habitat Work Schedule team, and Lead Entity Coordinators to track implementation progress in a consistent manner throughout the coast region.

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- Administer a Coast Salmon Partnership Monitoring & Adaptive Management Committee. Initiate a Plan Monitoring & Adaptive Management Committee and lead regular meetings of this committee. Oversee and guide development of a regional monitoring plan. Work with key partners to identify available information and key data gaps. Serve as a resource on statewide monitoring issues, advances in monitoring tools, and grant and funding alternatives.
- Administer Washington Coast Restoration and Resiliency Initiative biennial grant program. Coordinate work with The Nature Conservancy and the Recreation Conservation Office. Develop grant materials including grant manual and request for proposals. Run technical review of grant applications. Participate in site visits. Work with TNC and RCO to ensure success of the program.
- Coordinate and/or conduct research, evaluations, and assessments. Work with key partners to implement studies needed to fill information gaps associated with the Washington Coast Sustainable Salmon Plan. Pursue grant possibilities and prepare written and oral presentation of results as required. Ensure compliance with contract provisions and deliverables as required.
- Advise the Executive Director and the Board on technical matters related to salmon recovery, watershed protection and restoration, water use, habitat protection and restoration throughout the region.

### **Knowledge, Skills, Abilities**

- Knowledge of salmon biology and salmon habitat
- Knowledge and experience with salmon population monitoring and habitat monitoring
- Knowledge of approaches to salmon habitat restoration and recent advances in restoration science
- Knowledge of Federal, state, tribal, and local environmental and natural resource agencies and programs
- Knowledge of Lead Entity process in Washington state
- Experience with program planning, development, implementation, management, and performance monitoring
- Experience writing and editing technical material such as scientific reports, peer-review manuscripts, and grant applications
- Experience with Microsoft Office Suite, GIS systems and applications, and experience using ESRI ArcView software
- Ability to express ideas clearly and concisely through verbal and written communication
- Ability to work independently, multi-task, self-initiate duties, and prioritize work
- Ability to participate in field work including hiking in diverse terrain in and around flowing water
- Ability to attend meetings and workshops outside of regular work hours as requested

### **Education and Experience**

Master's degree with major emphasis in natural resource management, fisheries management, aquatic biology, land management or environmental planning, or a closely related field AND at least three years of experience working in natural resource management are required.

Must have a valid driver's license.

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## Compensation

- Salary range \$60,000 to \$80,000 per year, depending on experience and qualifications.
- Paid holidays, sick leave, and vacation leave. Other leave as provided by law.
- Group health insurance (75% covered by employer) and retirement benefits.
- Approved travel is compensated at rates established by the Office of Financial Management for the State of Washington.

## Application

- Send cover letter, resume, and contact information for 3 professional references to Mara Zimmerman, Executive Director, Coast Salmon Partnership, [mara@coastsalmonpartnership.org](mailto:mara@coastsalmonpartnership.org).
- Applications deadline is April 7, 2019.

*The Coast Salmon Foundation is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without discrimination based on race, color, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other factors protected by law.*

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