



Job Description

The Greater Yamhill Watershed Council (GYWC) is looking for an Executive Director to lead our organization.

Who are we?

The Greater Yamhill Watershed Council (GYWC) is a 501c3 non-profit dedicated to helping our local community be stewards of the lands, waters, fish and wildlife in the Yamhill and Chehalem Valleys. We work to help our public, private, and tribal landowners by providing a variety of no-cost, confidential technical assistance to help share information and provide guidance for projects or challenges on the ground. All of our watershed programs are based on voluntary, collaborative partnerships.

Our Executive Director (ED) provides leadership for the Council, manages daily operations, and implements the Board of Directors' resolutions. The Executive Director reports to the Board and manages staff, interns, and volunteers.

This is a hybrid position located in McMinnville with work being performed from home and in the field, as we have no office. Position requires an Oregon driver's license, reliable transportation with proof of car insurance (mileage reimbursed).

Job Duties

1) General & Administrative Services

- Coordinate meetings, including announcements and documentation.
- Maintain organizational, project, and programmatic records and databases.
- Provide fiscal services, including purchasing, accounts payable, accounts r
- Fundraising
- Secure diverse funding for priority watershed programs and Council operations
- Implement fundraising events and activities to support Council capacity needs.

2) Partnership Development & Facilitation

- Build partnerships and facilitate stakeholder processes that implement priority watershed programs, including restoration, monitoring, and education & outreach
- Network with groups to identify and develop partnership opportunities, including participating in other organizations' activities and meetings
- Provide opportunities for the public to participate in Council activities
- Develop and maintain community outreach tools and materials
- Watershed Project Development & Management
- Develop projects that align with documented watershed priorities and Council action plans, including restoration, monitoring, and education and outreach projects
- Manage project implementation, including permitting, contractors, budgets, and reporting.

- Develop and facilitate updates to Council action plans and work plans.
- Advise the Board of human resource and volunteer needs
- Manage staff, interns, and volunteers, including recruitment, training, coordination, and supervision

3) Project Design and Management

- Develop restoration actions in collaboration with landowners / land managers and partners.
- Conduct field surveys to assess and document site conditions.
- Work with consultants and contractors to develop and deliver designs, prepare permit applications, and other technical assessments or documents.
- Coordinate and schedule projects in coordination with project partners
- Manage contracting processes including request for proposals (RFPs), bid review, selection, and award.
- Oversee restoration projects including adherence to project design, schedule and budget, and permit and contract requirements
- Manage procurement of project supplies including native plant materials.
- Communicate regularly with contractors, landowners and land managers, agencies, project partners, and other relevant stakeholders.
- Compile relevant information and prepare reports to meet grant reporting requirements.
- Ensure completion of data collection, photo-point monitoring, and other field monitoring tasks.
- Develop and update procedures for common tasks (e.g. revegetation site assessments).
- Attend training, workshops, and conferences
- Maintain accurate administrative records for payroll, mileage, and expense tracking.

Examples of Programs and Grants

OWEB Council Support 2021-2023

- Prepare Reports and Submit Payment Requests
- Develop and submit grant application for 2023-2025 biennium

OWEB Small Grant Management

- Submit Final Reports
- Conduct post-grant monitoring Before/ After Pictures & GIS Field Surveys
- Water Quality Sampling
- Landowner Permissions Recruitment Mailers

Outreach & Partner Collaboration

- Yamhill Soil and Water Conservation District
- Linfield University
- Yamhill Public Works
- City of McMinnville Parks & Recreation

Fish Habitat Projects

- Partner with BLM and ODFW on culvert replacement projects. Multiple grant opportunities available in 2023. Grants managed by OWEB
- Follow-up with partners to develop a strategic action plan of priority fish habitat projects and data review.
- Share Fish Passage Database. Provide limited virtual support.
- Coordinate volunteer salmon spawning surveys
- eDNA sampling

Water Quality Monitoring

- Help with deployments and maintenance of water temperature probes in partnership with BLM
- Coordinate with Yamhill SWCD to outreach for the Pesticide Stewardship Partnership
- Coordinate volunteer opportunities
- Promote Pesticide Collection Event

Invasive Weed Management

- Conduct surveys and outreach on priority invasive weeds in partnership with Yamhill SWCD and Yamhill County Public Works

If you enjoy a combination of administration, partnership development and hands-on field work, this may be the ideal position for you. This position pays \$60,000 to \$70,000 per year DOE with a \$750 per month stipend for insurance.

To apply, please provide an updated resume and brief cover letter expressing your interest in the position. Finalists for the position will be required to submit references.

Please submit applications by email to info@gywc.org by January 16, 2022. For a complete job description, please visit our website at <https://gywc.org>. Please direct inquiries to: info@gywc.org

Greater Yamhill Watershed Council is an equal opportunity employer and we encourage individuals who are passionate about our mission to apply.

Required Qualifications

- Excellent Writing and Interpersonal skills.
- Ability to plan and facilitate effective meetings and to deliver engaging public presentations.
- Ability to work with and interact with community members of diverse backgrounds and perspectives in an inclusive, collaborative, and professional manner and incorporate community perspectives into restoration planning and implementation.
- At least two years of relevant experience in project management.
- Ability to develop and implement habitat restoration projects that restore ecological process and function, with a focus on aquatic, floodplain, and riparian habitats. Examples include large wood placement, floodplain reconnection, resolving fish passage barriers, and riparian revegetation.
- Oregon driver's license (or ability to obtain), reliable personal transportation with proof of car insurance. Work-related mileage will be reimbursed at the current State of Oregon rate.
- Willingness and ability to have a flexible work schedule and work occasional evenings and weekends.

Preferred

- History of successful grant-writing.
- Knowledge and application of GIS software and hand-held data collection devices
- Experience applying for and managing local, state, or federal project permits.