



## **MANAGER, WILLAMETTE MODEL WATERSHED PROGRAM**

### **ABOUT BEF™:**

For 17 years, BEF has worked collaboratively with utilities, corporations, foundations, schools, educators, NGOs, tribes and the public to solve pressing freshwater and renewable energy challenges.

### **BEF has been recognized and received multiple awards for:**

- Developing a 10-year Model Watershed restoration approach.
- Providing renewable energy based STEM education through our Solar 4R Schools program.
- Creating and leading Change the Course, a first-of-its-kind national water conservation and restoration campaign in partnership with National Geographic and Participant Media.
- Developing a national Water Restoration Program that seeks to balance corporate water footprints by restoring flows to depleted rivers, streams, and aquifers.
- Being a leading supplier of renewable energy solutions, including working to pioneer Community Solar programs in the Pacific Northwest, developing low-income renewable energy solutions, and supporting projects that generate benefits for forests, streams, and rural communities.

The size of our organization enables us to be nimble and responsive to changes in the needs of programs and partners. It is essential that every member of Team BEF have the following qualities:

- Enjoys working autonomously while still being part of a team.
- Sees challenges as opportunities and takes initiative to solve them practically and efficiently.
- Is ambitious and inspired to seek opportunities to expand the success of our partners while developing our own knowledge and expertise.
- Is capable of problem solving and working to create, design, and test new concepts, partnerships, projects and applications to help achieve BEF and partner objectives.

BEF's core values include: Partnership, Innovation, Knowledge, Stewardship and Integrity.

### **PROGRAM OVERVIEW:**

BEF has collaborated with funders throughout the Pacific Northwest to design and support long-term watershed restoration initiatives that partner with community-based groups to restore habitat, water quality, stream flow, and conditions necessary to benefit Pacific Northwest communities and the region's fish and wildlife. The partnership between BEF and the Meyer Memorial Trust's Willamette River Initiative (WRI) has resulted in international recognition and collaboration among dozens of groups in Oregon's Willamette River basin to restore and improve habitat on the mainstem Willamette River and seven major tributaries.

Several recent publications provide additional context around BEF's watershed work and the Meyer Memorial Trust's Willamette River Initiative:

- **Are We Doing Our Best to Restore Watersheds? Lessons from a Ten-year Watershed Restoration Strategy (2015).** [The Solutions Journal. January-February 2015.](#)
- **When Local Solutions Aren't Enough: A Strategic Funding Partnership to Restore a Large River System (2013).** [The Foundation Review: Vol. 5: Iss. 1, Article 8.](#)

#### **ROLE OVERVIEW:**

Under the direction of WRI staff and the BEF CEO, the Willamette Model Watershed Program Manager will assume a leadership role in supporting tributary restoration efforts in the Willamette River basin. The Program Manager will oversee all aspects of Model Watershed Restoration partnerships and programs in Oregon's Willamette River basin (including support for seven or more NGO-led restoration and monitoring programs/partnerships).

#### **ESSENTIAL FUNCTIONS AND SPECIFIC RESPONSIBILITIES:**

- Close communication with Model Watershed grantees and partners to understand and support their needs.
- Planning, preparation, facilitation and follow-up for monthly Model Watershed collaboration meetings.
- Assist new Model Watershed partners in onboarding.
- Connect Model Watershed councils with resources, partners, training and expertise to help them meet their goals.
- Facilitate compelling storytelling to meet partner needs and inform the field.
- Support the development of efficiencies, such as shared restoration services.
- Support collaboration between Model Watershed councils and partners where it increases opportunities to meet shared goals.
- Assist Model Watershed councils in organizational development.
- Develop and manage program budgets and seek additional funding to sustain and expand Model Watershed restoration programs in key tributary watersheds.
- Take primary responsibility for developing professional papers, reports, and/or presentations that describe Model Watershed program strategies, progress and results.
- Oversee a team of partners and/or consultants that contribute to the design, support and evaluation of long-term watershed restoration, maintenance, and/or monitoring strategies.
- Support the organization and convening of peer-to-peer events, technical trainings, and/or workshops for program partners and stakeholders.
- Organize, convene, and/or directly support professional training to augment organizational capacity among partner groups.
- Provide oversight and logistics support for a contract grow operation to provide native plants for restoration efforts across the WRI.
- Support efforts to manage project data through database management and reporting.
- Provide one-on-one program assistance to partner organizations, including assistance with fundraising and grant writing support.

- Design and support monitoring and reporting processes to assess project impacts in tributary watersheds.
- Lead combined reporting for Model Watershed program partners and play a lead role in program communications, storytelling, and impact reporting to funding partners.
- Coordinate and assist Model Watershed councils in developing annual reports and work plans for WRI grant funding. Provide WRI with an annual summary and evaluation of progress toward meeting Model Watershed goals.
- Assist Model Watershed councils and partners in strategic planning, where requested.
- Identify barriers and opportunities to effective restoration, support efficiencies and seek to strengthen the field as a whole.
- Oversee shared services provided by BEF to support Model Watershed councils and partners.

**PREREQUISITE SKILLS AND QUALITIES:**

- 8+ years professional experience in areas that include ecological restoration or conservation, NGO management and capacity building, partnership development, and/or non-profit management.
- 4+ years of project or program management experience.
- Degree in a related field that may include ecological science, non-profit management, organizational development, etc.
- Substantial experience working with community based, volunteer, and/or tribal organizations and demonstrated ability to develop, support, and manage collaborative partnerships.
- Good listening skills, humility, and the ability to engender the trust of Model Watershed council EDs and staff are critical.
- Skilled in facilitation and collaboration and able to navigate complex social dynamics.
- Experience working with interdisciplinary teams and building programs with people from diverse professional backgrounds.
- Offer personal interest in and commitment to advancing diversity, equity and inclusion in the river restoration field.
- Skilled in communications, reporting, and storytelling.

BEF is an Equal Opportunity Employer.

**Email the following materials to [jobs@b-e-f.org](mailto:jobs@b-e-f.org) by June 1, 2016.  
Email subject line must include the position title.**

**A complete application will include:**

- 1. Cover letter with salary requirements**
- 2. Resume**
- 3. List of 3 references: name, title, relationship, phone number and email address**

**Please send the three documents as separate attachments in MS Word or PDF format. Documents in other formats may not be considered.**

Application does not constitute a promise or guarantee of employment.

Please make all inquiries to [jobs@b-e-f.org](mailto:jobs@b-e-f.org). Incomplete applications will not be considered.