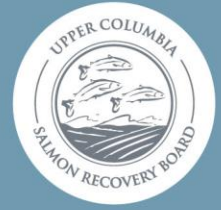


Working to restore viable and sustainable populations of salmon, steelhead and other at-risk species through collaborative, economically sensitive efforts, combined resources, and wise resource management of the Upper Columbia Region.



Upper Columbia Salmon Recovery Board Executive Director Job Announcement

Background

The [Upper Columbia Salmon Recovery Board](#) (UCSRB) is a publicly-funded, nonprofit corporation, formed by statute ([RCW 77.85.090](#)), to serve as one of seven regional salmon recovery organizations in the state. Our primary responsibility is to coordinate and implement the *Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan*. The region is a 10,000 square mile area from the base of Chief Joseph dam to the confluence of the Yakima and Columbia rivers. UCSRB board members consist of representatives from Chelan, Douglas, and Okanogan Counties; the Confederated Tribes of the Colville Reservation; and the Yakama Nation. The mission of the UCSRB is to restore viable and sustainable populations of salmon, steelhead and other at-risk species through collaborative, economically sensitive efforts, combined resources, and wise resource management of the Upper Columbia River region. The UCSRB approaches salmon recovery efforts in a transparent and evolving process to restore fish populations for ecosystems and people while enhancing the economic viability of the region.

One of the primary goals of the UCSRB is to promote integration of recovery efforts for salmonids through all sectors and life stages. The *Upper Columbia Salmon and Recovery Plan* established that recovery in the region is not feasible unless recovery efforts are ultimately coordinated through all sectors affecting salmonid survival: harvest, habitat, hatchery, and hydropower (the 4 “Hs”). The UCSRB staff executes the organization’s mission through day-to-day operations and through [science](#), [forest health](#), [recovery plan implementation](#), [watershed](#) and [outreach](#) programs. The Executive Director is responsible for successful execution of the organization’s mission through staff development and engaging the five-member board of directors in policy and fiscal matters.

Job Summary

This is an executive management position reporting to the UCSRB Directors. Leveraging collaboration and cooperation among the five-member Board of Directors to further salmon recovery efforts is a fundamental aspect of this position.

UCSRB is seeking a visionary, energetic, and experienced leader who is inspired to enhance creative collaborative efforts to protect and restore salmon populations in the region. The next Executive Director will take the helm of a healthy, vibrant, and respected organization and will continue to build on initiatives that unite local, county, state, federal, and tribal partners in a common mission.

Responsibilities include the full range of managerial functions, including financial, personnel and facility needs. Primary responsibilities will also include maintaining renewal of ongoing annual grants from state, federal, and tribal sources, interagency coordination, public outreach and education, media relations, and other duties as determined and assigned by the Board of Directors. Effective management of a small staff and several contractors is essential to meeting the duties and responsibilities of the Executive Director position.

Duties and Responsibilities

Leadership

- Identify, assess, and inform the Board of Directors of internal and external issues that affect the ability of the organization to meet its mission
- Foster effective team-work between the Board of Directors and the Executive Director, between the Executive Director and staff, and among staff
- Assist the Chair of the Board in acting as a spokesperson for the organization and managing effective quarterly Board meetings
- Establish good working relationships and collaboration with community groups, funders, agencies, elected officials, and other organizations and leverage these relationships to influence salmon recovery efforts
- When appropriate, conduct official correspondence on behalf of, or jointly with, the Board of Directors
- Coordinate with and represent the UCSRB at regional and state-level salmon recovery meetings and with Federal, state and tribal government agencies
- Oversee development and execution of activities within the UCSRB's programs: Science, Implementation, Forest Health, Watershed and Outreach
- Represent the UCSRB at Council of Regions, Salmon Recovery Funding Board, Northwest Power and Conservation Council, and other regional or national proceedings vital to the success of the UCSRB

Operational Planning and Management

- Support staff of seven on a wide range of initiatives ranging from coordination of science integration, facilitation of forest health collaborative, media outreach, fiscal management and maintaining healthy work-life balance
- Serve as a team leader, including direct supervision of seven staff, and supporting staff in overseeing consultants and contractors
- Develop an annual budget (approximately \$1 million), consistent with meeting the UCSRB's mission, goals, objectives and commitments
- Oversee the planning, implementation and evaluation of the UCSRB's programs
- Review and refine personnel, operations and accounting policies for the approval of the Board of Directors at its annual business meeting
- Maintain official records and documents, ensuring compliance with federal, state and local regulations

- Provide support to the Board of Directors and Executive and Finance committees, e.g. strategizing how to ensure effective communication and deliberation, facilitating discussions
- Facilitate recruitment, selection and release of staff, consultants and contractors
- Draft proposals for annual grants in order to meet the mission, goals and objectives of the organization. UCSRB is predominantly funded by public dollars committed on an ongoing basis from WA Recreation and Conservation Office, Bonneville Power Administration and Yakama Nation
- Ensure that sound bookkeeping and accounting procedures are followed, including providing the Board of Directors with comprehensive, regular reports on the revenues and expenditures of the organization
- Administer the funds of the organization based on direction of the Board of Directors through the annual budget
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in communities served by the organization
- Manage news releases and coordinate Board comments to media
- Prepare progress reports for funders and maintain up to date and relevant information on the organization's dedicated web site

Qualifications and Experience

The Executive Director will demonstrate a collaborative leadership style; have confidence in decision making; empower staff initiative; model personal integrity and high ethical standards; have clear and open communication skills; and have an aptitude for engaging diverse viewpoints to build and execute shared objectives. The ideal candidate will have an ability to find creative solutions to achieve ambitious goals and a keen understanding of the complex sociopolitical landscape of endangered species recovery.

A combination of experience, education and training approximately equivalent to a Bachelor's Degree and 10 years of professional or managerial experience will qualify an individual for consideration. A Master's degree in relevant subject area, a policy, management and/or administrative background and experience successfully developing and executing collaboratively-based natural resource actions is preferred. Beyond broad knowledge and experience, this position places a premium on working collaboratively with elected officials, local, state, federal and tribal governments and resource groups.

The position will require proven abilities in planning, personnel management, grant writing, legislative advocacy, project development and program management, intergovernmental relations, written communications, oral communications, interpersonal communications and public relations.

The Executive Director should have or be able to rapidly acquire knowledge of the region and its governmental, political and geographical makeup as well as the scientific and technical issues associated with ESA-listed species recovery.

The Executive Director must have the capacity to engage in extensive travel within the UCSRB service area, to Olympia and Seattle, and occasional travel to Washington, DC.

Compensation

Salary is based on experience and includes full benefits package: Simple IRA, medical, dental & life insurance, paid vacation, and sick leave.

POSITION IS OPEN UNTIL FILLED. FIRST RESUMES WILL BE REVIEWED ON DECEMBER 2, 2021. Send cover letter, resume and three professional references (including one supervisor, one colleague and one staff who you directly supervised) to: alicia.meier@ucsrb.org

The UCSRB is an equal opportunity employer. Find out more at www.ucsrb.org