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# ROGUE BASIN PARTNERSHIP

## JOB ANNOUNCEMENT

### Partnership Coordinator

- Location:** Medford, Oregon\*
- Classification:** .75 FTE time (~ 30 hours/week) to start; might evolve into full-time.
- Term:** Two years with opportunity to continue depending on funding.
- Annual Salary:** \$41,250 - \$52,500 (~ \$55,000 - \$70,000 FT), depending on experience.
- Reports to:** RBP Board of Directors.

#### Background:

The 3-million-acre Rogue River Basin is recognized for its high biodiversity, complex geology, productive fisheries, and rich working landscapes. With its unique ecological features and strong community identity, the Basin offers enormous long-term conservation and restoration potential. The Rogue Basin Partnership (RBP) is a 501(c)(3) organization whose mission is to unite people in conserving and restoring the Rogue by strategically investing in Basin stewardship. RBP helps its 21 member organizations work more collaboratively, efficiently and effectively by providing “backbone” support such as networking, project convening, grant administering, progress reporting, and celebrating collective successes. RBP helps empower its members and partners to accelerate the pace, scale, and sustainability of regional ecosystem conservation and restoration.

#### Position Summary:

The Partnership Coordinator helps coordinate and administer RBP programs, projects and operations. The Coordinator supports the Board of Directors and RBP working groups. The Coordinator must be capable of understanding and administering often technically complex programs and projects. The Coordinator must be able to work collaboratively with members, partners, funders and other stakeholders who may have differing interests and personalities. The Coordinator must be dedicated to RBP’s mission and values and possess a deep passion and commitment for stewardship of the natural resources and communities of the Rogue River Basin. Depending upon future funding and organizational direction, the role could evolve into a Managing Director or Executive Director position.

**Principal Duties:**

- Provide support to the RBP Board. Working with the Board chair, prepare and circulate Board meeting agendas and meeting materials. Brief the Board about RBP programs, projects and operations at their meetings (currently six times per year.) Draft and circulate minutes.
- Develop and manage the annual budget. Working with the RBP bookkeeper, prepare and present financial reports at Board meetings.
- Manage existing grants and contracts, including reporting (when not otherwise provided by partners or contractors). Working with the RBP bookkeeper, review invoices and track payments on master spreadsheets. Draft new contracts from existing templates.
- Ensure that RBP business operations run smoothly and all obligations to contractors, vendors, service providers, funders and government agencies are met.
- Work with the members, funders and the technical coordinator of the Fish Passage Working Group to support and advance program objectives.
- Support the Cooperative Weed Management Area (CWMA) Coordinator, a part-time RBP employee, by administering the program, working with its funders, and helping it grow. After training, an appropriately qualified applicant could assume the CWMA Coordinator position.
- Working with RBP Board members, and the current Executive Director, continue work that has started to bring together members and partners to help them identify opportunities for conservation and restoration projects in priority areas where RBP can provide needed coordination and administration capacity. Assist members to research, write and assemble materials for grant applications.
- Help RBP tell its story to members, funders and other interested third parties through monthly newsletters, regularly updated web content and annual reports.
- Arrange and run member meetings (currently quarterly).
- As directed by the Board, supervise any additional employees authorized by the Board.
- Perform such other tasks as needed in a nonprofit organization with a small staff.

**Qualifications:**

- Bachelor's Degree or higher.
- Minimum 3 years of natural resources-related experience; 5 or more years strongly preferred. Additional preference given to those applicants with some employment either with nonprofit organizations, or in leadership positions, or both.
- Familiarity with developing budgets and work plans and demonstrated financial management competence, including grant administration and reporting.
- Record of success working collaboratively with diverse interests; experience creating and maintaining lasting partnerships is a plus.
- Sufficient natural resources background and communication skills to help tell RBP's story to members, funders and other interested third parties.

- Excellent listening skills, humility and the ability to engender the trust of partners, agencies, and funders.

**\* Work Environment:**

RBP's office is currently located in Ashland, Oregon. Member organizations are located throughout the Rogue Basin. With Board approval, the office could be relocated. Work from home is strongly encouraged until face-to-face meetings are appropriate under public health recommendations. Must be willing to work a flexible schedule including occasional evenings and weekends. When public health rules allow, the Partnership Coordinator should expect to attend frequent meetings within the Ashland – Central Point – Jacksonville triangle; periodic meetings in Grants Pass and elsewhere in the Basin; and very occasional travel outside the Basin, principally in Oregon. Work-related travel will be reimbursed.

**Terms of Employment:**

The Partnership Coordinator reports directly to the RBP Board of Directors. The benefits package will include paid holidays, vacation, and sick leave; and a stipend towards health care costs. Terms of employment will be outlined in an agreement between the Partnership Coordinator and the Board.

**How to Apply:**

Applicants should email a single PDF file with the following:

- 1) Cover letter (2-page limit) indicating your interest and how you meet the qualifications for the position;
- 2) Current resume; and
- 3) Three professional references with contact information.

Include "**Application for Partnership Coordinator position**" in the Subject Line.

**Submit application package to:**

Gregory Weber

Rogue Basin Partnership

[admin@roquepartners.org](mailto:admin@roquepartners.org)

**Position is open until filled.**

Applications will be reviewed as received, so earlier submission is encouraged.