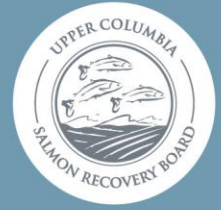


Working to restore viable and sustainable populations of salmon, steelhead and other at-risk species through collaborative, economically sensitive efforts, combined resources, and wise resource management of the Upper Columbia Region.



Upper Columbia Salmon Recovery Board

GRANT PROGRAM COORDINATOR

Job Description

Organizational Background

The Upper Columbia Salmon Recovery Board (UCSRB) is a nonprofit corporation formed to serve as a regional salmon recovery organization and to coordinate and implement the *Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan*. One of seven regional salmon recovery organizations, the UCSRB is directed by a five-member board with representatives from Chelan, Douglas, and Okanogan Counties, the Confederated Tribes of the Colville Reservation, and the Yakama Nation. The UCSRB staff executes the organization's mission by providing support to multiple partners and advocating for Upper Columbia regional needs and resources. As a State recognized Lead Entity (LE), the UCSRB promotes science-based, citizen-supported salmonid habitat recovery efforts in a coordinated, efficient, and effective manner for the Upper Columbia region.

Job Summary

The LE Grant Program Coordinator manages an annual multi-million dollar grant process that strategically directs resources to voluntary, high priority salmonid habitat restoration and protection projects. The position supports project sponsors through funding proposal development; coordinates project review by a committee of local, technical experts and a committee of local citizens; and oversees development of the final list of projects that receive funding from the state Salmon Recovery Funding Board. The position also serves as a liaison between the Upper Columbia region and the Washington State Recreation and Conservation Office's (RCO) salmon recovery program staff.

Key Duties and Responsibilities

- Meet with project sponsors individually and in group forums to discuss the Salmon Recovery Funding Board (SRFB) process, funding allocation, and review criteria.
- Develop and coordinate the annual SRFB grant schedule with funders, the Upper Columbia Regional Technical Team (UCRTT), the Citizens' Advisory Committee (CAC), with input from sponsors.
- Convene and facilitate an annual kick-off meeting for the regional SRFB funding process.
- Assist project sponsors with the preparation and submittal of SRFB pre-applications via the state's PRISM portal and online regional application form.
- Annually, coordinate and lead project site tours during the proposal phase of the process.
- Assist project sponsors in creating presentations for the pre-application workshop.
- Provide guidance and feedback to sponsors relating to application refinement and final submittal.
- Distribute complete final applications to the UCRTT, CACs, and other funders, and provide UCRTT comments to project sponsors.

- Coordinate LE and UCRTT comments on any SRFB project amendments.
- Prepare for, facilitate, and develop summary materials for CAC review meetings.
- Support UCSRB data entry and curation of the region's project information in the State's Salmon Recovery Portal (SRP) database.
- Facilitate an annual debrief for the SRFB funding round with project sponsors and review committees.
- Participate and represent the Upper Columbia region at Washington Salmon Coalition (WSC) meetings and events.
- Provide recommendations to RCO and regional review groups to improve processes and provide analysis related to the key services of the Lead Entity.
- Complete annual reporting required by state and federal funders.
- Support and assist the UCSRB team and work on other key priorities as needed and assigned by the Executive Director.

Required Qualifications

- Bachelor's degree in fisheries, natural resource, aquatic or environmental sciences, or related field and two years of experience, or 4-5 years of equivalent experience in a related field.

Preferred Qualifications

- Master's degree in fisheries biology, fish and wildlife management or closely related field.
- Knowledge of state, federal and regional planning efforts pertaining to salmon recovery.

A successful candidate will be able to demonstrate:

- Strong ability to coordinate and facilitate groups effectively.
- Strong organizational and communication skills.
- Ability to work and communicate effectively with a variety of entities, including state, federal, county and city agencies, tribes, private groups and landowners.
- General knowledge of data collection, data synthesis, monitoring and evaluation.
- Ability to work under tight timelines with multiple and overlapping tasks.
- Demonstrated ability to work independently and in a team.
- Strong oral and written communication skills.
- Familiarity with standard office software applications such as MS Word, PowerPoint, and Excel.
- Willingness to work a flexible hybrid schedule that includes occasional evening/weekend events and travel within the UCSRB service area, to Olympia and other locations where regional recovery meetings are held.

Salary: The salary range for this non-exempt position is \$55,000 - \$70,000, plus full benefits. Benefits package includes retirement, medical, vision and dental insurance, paid vacation, and sick leave.

Closing Date: Position open until filled.

To Apply: Please submit cover letter and resume to: hr@ucsrb.org