

# **Klamath Watershed Partnership**

*Where land, water and people come together*

## Klamath Watershed Partnership Executive Director Position Announcement

### **Purpose for Executive Director**

The Klamath Watershed Partnership seeks a qualified and motivated individual to fill the position of Executive Director. This pivotal position will assist KWP in implementing its mission and goals throughout the Klamath Basin. The Executive Director will increase KWP's capacity for self-sustained funding, improved communications between KWP and the community at large, and the development and implementation of strategic and long range planning.

### **Klamath Watershed Partnership**

The Klamath Watershed Partnership has its roots in the Hatfield Upper Klamath Basin Working Group and the Klamath Watershed Council. The two organizations merged in the fall of 2007, in furtherance of the mission to conserve, enhance and restore the natural resources of the Klamath Basin, while ensuring the long-term sustainability of the regional economy and local communities.

KWP is governed by a Board of Directors representing diverse perspectives on issues in the Klamath Basin. The Board includes members involved in animal production, crop production, tribal communities, environmental conservation, business, forestry, development and medicine. The Board provides direction for the organization, develops a strategic plan, approves an annual budget, reviews project progress, and monitors income and expenditures on a monthly basis. They review the performance of the Executive Director annually.

### **The Klamath Basin**

- The Upper Klamath Basin covers about 5.1 million acres in southern Oregon and Northern California east of Iron Gate Dam.
- The Upper Klamath Basin includes the Klamath, Williamson, Sprague, Lost, and Wood rivers, among others.
- Several state and federal wildlife refuges are a part of the Upper Klamath Basin.
- Over 2.2 million acres are privately owned in the Upper Klamath Basin.
- Approximately 502,000 acres of privately owned lands are irrigated.
- 188,000 of the irrigated acres are in the US Bureau of Reclamation's Irrigation Project.
- 314,000 acres of irrigated lands are outside the Project area.

The Klamath Basin faces many challenges stemming from water allocation and use. KWP is at the fore in addressing these challenges and finding and implementing solutions that are beneficial for the natural resources we all rely on and the landowners that are the day to day stewards of these resources.

### **Essential Functions and Responsibilities**

#### **Organizational Management:**

- Oversee the day-to-day operations of the organization.

- Ensure the Restoration, Assessment and Outreach Programs operate effectively and efficiently, further the mission of the organization in upholding the needs of local economies as well as the ecosystem, and are grounded in the best available science.
- Ensure the organization is in compliance with all legal and contractual obligations.
- Demonstrate regular and reliable work attendance.

#### Staff, Contractor and Partner Relations

- Provide positive leadership and supervision for subordinate supervisors and staff.
- Ensure organizational structure, roles and responsibilities are in place to fulfill the organization's mission.
- Recruit, hire and retain well-qualified employees, provide informal feedback, coaching and formal evaluations, institute performance plans, and lay off or fire employees when necessary.
- Confer with staff and disseminate information to keep them abreast of current developments.
- Hire and oversee independent contractors.
- Establish and maintain close working relationships with Watershed Working Groups, natural resource agencies, other associated organizations, local, state and federal elected officials, internal staff and the Board of Directors.

#### Board Support

- Provide staff support to the Board of Directors by working with the Board Chair to develop the agenda for monthly, quarterly and annual Board meetings, providing monthly program and financial reports to the Board, and supporting Board sub-committees as needed.
- Assist the Board in short and long-range strategic planning.
- Recommend new policy and procedures to the Board.

#### Fiscal Management

- Manage multiple funding streams and line-item expenses, ensuring quality program management as well as cost effectiveness and compliance with agency and funder requirements.
- Develop and manage contracts and agreements with funders and agencies that clearly define each party's fiscal, programmatic and reporting responsibilities.
- Prepare budget to project revenue and expenses, allocate program expenses among various funding sources, and facilitate cost control through regular budget-to-actual reporting.
- Ensure that financial tasks, including bill payment, cost allocations, reimbursement requests and financial reporting are accurate and timely.
- Secure private and public funding needed to support and sustain the organization.

#### Program Management

- Ensure the Restoration, Assessment and Outreach Programs operate effectively and efficiently, further the mission of the organization in upholding the needs of local economies as well as the ecosystem, and are grounded in the best available science.

### **Qualifications**

#### Education and/or Experience

- Bachelor's degree or equivalent in related field; or four to six years related experience and/or training in natural resources, business management, or a related field; or equivalent combination of education and experience.

#### Language Skills

- Ability to read, analyze and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from Directors, staff, funders, landowners and the general public.

#### Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### Computer Skills

- To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software; Word Processing software, and Accounting software

Knowledge of natural resource agency funding programs and other restoration resources.

Knowledge of natural resource disciplines and ecosystem restoration strategies.

Knowledge of agricultural best management practices.

Familiarity with the Upper Klamath Basin.

#### **Application Period**

Applications will be accepted until the position is filled, with the first screening of applications approximately February 1, 2010, and an additional screening about March 1, 2010. The Klamath Watershed Partnership reserves the right and may exercise the option to make a hiring decision at any time. It will be to the applicant's advantage to submit materials promptly in order to be considered for this position.

#### **How to Apply**

Please submit the following (using a type font size 12 or greater):

- A cover letter not to exceed one page.
- A resume of no more than two pages.
- A narrative statement not to exceed four pages which addresses your training and abilities to accomplish the required Executive Director duties in the job description.
- A separate sheet containing the names, addresses and phone numbers of three professional references. At least one reference must be from a current or previous work supervisor.

Mail all of the above to:

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