



Salmonid Restoration Federation

Job Title: Project Coordinator
Reports To: Executive Director
Compensation: Salary commensurate with experience
Benefits: Competitive benefits include vacation, holidays, and health care
Terms: ¾ or Full-Time. Note: SRF may consider hiring a sub-contractor for his position.

Responsibilities:

- Manage the coordination and administration of Salmonid Restoration Federation's (SRF) regional and statewide programs to ensure that activities operate within the policies and standards of the organization
- Oversee the development and implementation of management systems to ensure grant compliance across multiple active contracts
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency
- Fundraising including major donor outreach, membership development, and grantwriting
- Develop and implement program evaluation frameworks to assess the strengths of programs and to identify areas for improvement
- Work with the Executive Director to write and submit grant proposals to ensure the continued delivery of educational, outreach, and advocacy services
- Assist in the preparation of progress reports and annual reports to funding agencies
- Communicate with members and other stakeholders to gain support for programs and to solicit input to improve or make adjustments to programs as needed
- Develop, implement, and test the efficacy of new strategies for cultivating SRF's membership base
- At the discretion of the Executive Director and SRF Board, propose, develop, and implement improvements to institutional systems
- Translate complex environmental and regulatory concepts into educational resources for a diverse range of stakeholders and constituents
- Oversee website and online database development improvements, including establishing protocols for utilization and creating standard maintenance procedures
- Represent SRF and promote their work at fisheries-oriented meetings, conferences, events, and via public media outlets
- In consultation with the Executive Director, recruit, interview, and select well-qualified program staff

Sample breakdown of work responsibilities:

- Fundraising and reporting: 25%
- Technical writing and research: 25%
- Project management and development: 25%
- Education and outreach: 15%
- Co-sponsor outreach and membership development: 10%

Minimum Qualifications:

- B.A. or B.S. Degree
- Minimum of five years of relevant experience in a non-profit setting. Relevant experience can include but is not limited to: grant writing, contract management, web development, program evaluation, meeting facilitation, membership development, community engagement, and event coordination
- Policy analysis and technical research skills
- Minimum of one year of experience in a supervisory role with volunteers and/or staff
- Experience with targeted outreach tools and tactics, including the use of social media, e-mail, and direct mailing
- Proficiency with basic computer systems and software, including MS Office Suite
- Motivated, creative, and resourceful self-starter who takes initiative and works well with minimal oversight
- Ability to build strong collaborative partnerships and maintain healthy interpersonal relationships
- Resourceful and problem-solving ability to learn new online applications and programs
- Demonstrable capacity for managing multiple projects simultaneously
- Excellent written and verbal communications skills
- Available for events and/or meetings in the evening and on weekends, as necessary
- Strong interest in fisheries restoration and watershed revitalization
- CA Driver's License
- Ability to work in a fast-paced office and public event environment, and balance multiple tasks
- Ability to lift up to 40lbs.

Desired Qualifications:

- M.A. or M.S. Degree
- Working knowledge of online data management systems and software (an ideal candidate will have experience with Google for Non-Profits, SurveyMonkey, CRM software and CMS websites)
- Working knowledge of standard survey methodologies and protocols
- Working knowledge of state water policies, and water conservation and climate resilience issues
- Experience with Quick Books

To apply, please submit cover letter, resume and writing sample to <mailto:srf@calsalmon.org> by November 1, 2017. Please write Project Coordinator application in the subject line.