



## Salmonid Restoration Federation

**Job Title:** Administrative, Development, and Outreach Director

**Supervisor:** Executive Director

**Compensation:** Depending on Experience

**Terms:** Part-time – Average of 20 hours per week over the year.  
Peak season position will require up to 30 hours per week, including up to 40 hours during educational events (SRF field schools, workshops and conference). After probationary period, this position could grow into a ¾ time or full-time position with health benefits, vacation and sick time accrual, etc.

### Specific Duties:

1. Development and Fundraising Tasks (40%)
  - a. Assist in grant development, grant writing, and reporting
  - b. Create and implement an annual fundraising plan and annual report
  - c. Develop and coordinate SRF's major donor program
  - d. Manage SRF co-sponsorships for the Annual Salmonid Restoration Conference
  - e. Oversee the donor donation database and donor acknowledgement systems
  - f. Manage purchase orders and vendor accounts
  
2. Education and Outreach Duties (30%)
  - a. Grassroots fundraising and donation solicitation
  - b. Support with educational event logistics (site, tours, food, transportation)
  - c. Assist with research and development of educational materials to support SRF's project grants
  - d. Distribute promotional materials and conduct targeted outreach
  - e. Co-chair SRF's education and outreach Board and staff committee
  - f. Help maintain and improve the SRF website and informational resources
  - g. Assist with supervising volunteers at conference and field schools
  
3. Administrative Duties (30%)

The Development, Education, and Administrative Director is responsible for office and systems management including CRM, website and other non-profit platforms that SRF utilizes.

  - a. Assist with invoicing and project management
  - b. Maintain systems for tracking sub-contractor invoicing and payments
  - c. Staff the SRF office and interface with public
  - d. Maintain paper and electronic files and systems
  - e. Maintain and update required forms, permits, event applications, etc.
  - f. Research potential upgrades or migration of current CRM database and registration systems
  - g. Help maintain office systems and equipment

**Required Qualifications:**

- Minimum of a B.A./B.S. or equivalent experience
- Experience with Quick Books and invoicing is preferred
- Ability to adapt to changing work priorities and deadlines
- Ability to multi-task and maintain a professional demeanor
- Willingness to have a flexible schedule and travel periodically
- Highly proficient with Microsoft Office Suite: Word, PowerPoint, and especially Excel
- Excellent writing and editing skills
- Excellent public relations and verbal communication skills
- Must be very detail-oriented and meticulous
- Familiarity with the salmonid restoration and watershed restoration field a plus
- Must be able to work in the SRF office in Eureka
- Must have a valid CA Drivers License
- Must be able to lift up to 40lbs

**Desired Qualifications:** This position could easily grow into a Program Management full-time position with full benefits especially if the candidate has previous project management, government grant reporting, QuickBooks, and permitting / CEQA experience. Please elaborate in your resume or cover letter if you have any of the desired qualifications experience.

- Proficiency in overseeing CRM databases
- Managing a Content Management System website
- Familiarity with QuickBooks / grant invoicing
- Project and sub-contractor management
- Permitting or CEQA experience

Please submit a resume, cover letter, and three professional references to [srf@calsalmon.org](mailto:srf@calsalmon.org) by May 31, 2019.

This position would start at part-time and could quickly grow to ¾ or full-time depending on experience and availability. Pay rate is based on skills and experience. Benefits include vacation, holiday, and sick leave. The position would include health coverage if it grows into a ¾ or full-time position.

Salmonid Restoration Federation is a non-profit organization that promotes restoration and recovery of wild salmon populations through education, outreach, and collaboration. SRF produces the largest salmon restoration conference in California and other technical education events. To learn more about our organization, please visit [www.calsalmon.org](http://www.calsalmon.org)