

LITTLE THOMPSON WATERSHED COALITION'S
COORDINATOR POSITION DESCRIPTION

Position Title: Watershed Coordinator

Employment Status: Full time, Salaried

Reports To: Little Thompson Watershed Coalition President or Vice-President, and Board of Directors

Office Location: Lyons, Colorado

Salary: \$60,000/year plus \$6,000 annual payment in lieu of health benefits (paid June & Dec.)

Probation and Performance: There will be a six month probationary period after which performance will be evaluated by the LTWC and eligibility for salary increase based on performance will be considered, contingent on available funding

TO APPLY: Submit brief cover letter and resume to jobs@ltwrc.org

Employing Agency: Estes Valley Land Trust (EVLTL), a 501(c)(3) organization, handles personnel and payroll on behalf of the Coalition. Refer to EVLTL's Employee Handbook for vacation benefits and other personnel requirements for this position. The employee reports to the Coalition's board of directors, specifically to the board president, and to the board vice president when the president is not available.

The successful applicant will be a proven leader who is willing to serve the larger purpose of restoring an environment and community that survived a recent disaster. While challenge has brought this diverse collection of stakeholders together to work for a common cause, it will take a strong, charismatic leader to keep the Coalition unified in working toward our vision. This will require common sense, wisdom, creativity, and enthusiasm, as well as extraordinary communications skills and the determination of a bulldog. Bring us your self-starting, can-do attitude, and you'll be rewarded with the opportunity to work with a wonderful group of dedicated volunteer board members and project volunteers, and to operate with a fair degree of independence and flexibility.

In this position, you will collaborate with other Colorado Watershed Coordinators and Assistant Coordinators, as well as local, county, state, and federal agencies involved with watershed management. You will be working with engineers, construction, and a wide variety of natural resource professionals, and other professionals in a variety of fields, particularly in the field of nonprofit management, which is a significant part of this position. Networking and career development opportunities will be offered in the performance of these duties.

LTWC's mission is: To work together as a cohesive coalition to restore and maintain the resiliency, ecological integrity and agricultural heritage of the Little Thompson River watershed for future generations.

The next pages demonstrate a description of the kinds of tasks you will need to perform or supervise, plus background information.

Background: The September 2013 floods across Colorado’s Front Range resulted in \$3.4 billion in damages and changed the local population’s relationship to their creeks and rivers. The flood also triggered an outpouring of support from neighbor to neighbor and community to community, and assistance from across the United States and the world. Efforts to manage repairs and restoration have coalesced into the formation of coalitions in each affected watershed and a process to create a watershed-wide Master Plan to rehabilitate each river system. The coalitions have each hired a Watershed Coordinator and Assistant Watershed Coordinator. The LTWC expects the Watershed Coordinator to implement projects identified in LTWC’s Master Plan. <https://www.dropbox.com/sh/acan6zj7hejhmf3/AADQAtv-YDGG1Gsk9i5zR70xa?dl=0> (Click on the “Body” pdf or the Appendices or any of the specific river reaches.)

This position reports to the President or Vice-President of the Board of Directors of the Little Thompson Watershed Coalition, and will work directly with each Board Member. The Coalition was formed in January 2014 with a primary mission to restore and maintain the resiliency, function, and ecological integrity of the Little Thompson Watershed following the disastrous flood of the river in September, 2013. The Coalition is a nonprofit organization with a Board of Directors made up of private homeowners, landowners, and stakeholders representing agriculture and other interests along the Little Thompson River. It operates with an Advisory Committee of members representing the community, government agencies and others, including the three counties through which the river flows.

Job Description: The Watershed Coordinator will lead disaster-related restoration efforts in the Little Thompson Watershed while seeking to address all issues attendant to that watershed, including fire/flood resiliency, ecological health, water quality, wildlife habitat, riparian stability, irrigation and farm production and surrounding infrastructure where necessary. The Coordinator will work closely with government and private agencies, nonprofit organizations, individual citizens, landowners and other identified stakeholders, homeowners associations, irrigators, farmers and ranchers, water districts, and vendors to implement priority projects, facilitate board meetings, conduct community outreach, internal and external communication and publicity, coordinate volunteers and further the mission of the Little Thompson Watershed Coalition, including identifying and seeking funding sources and other resources.

The Watershed Coordinator will supervise an Assistant Watershed Coordinator who will provide additional support to the Coordinator and Coalition’s efforts, particularly in the area of communications, publicity and public affairs, community outreach, accounting, and administrative tasks. Some of the tasks listed below may be delegated by the Watershed Coordinator, as appropriate, to the Assistant Watershed Coordinator.

Primary funding for this position is provided by a U.S. Housing and Urban Development (HUD) Community Development Block Grant for Disaster Recovery (CDBG-DR), administered by the Colorado state Department of Local Affairs’ pilot Watershed Resiliency Program. Upon satisfactory review of Watershed Coordinator performance by the Little Thompson Watershed Coalition’s Board of Directors, the position could extend beyond the current funding period.

Primary Duties

Coordinate Board of Director activities: Provide leadership and facilitate the implementation of decisions and strategies agreed upon by the Little Thompson Watershed Coalition's Board of Directors to directly support the overall objectives described in the Watershed Master Plan.

Ensure meeting agendas, minutes, sub-committee information packets, meeting logistics and other duties, meet priorities and deadlines, engaging the Board of Directors and its Advisory Committee for direction towards these work goals.

Project Management: Currently funded projects will require construction management, as well as to identify, organize, implement and evaluate current and future priority programs and projects, ensuring collaboration and leverage with all stakeholders and compliance with regulatory, funding, and 501(c)(3) requirements.

This work will coincide with the Master Plan, and will require updates to the Plan as work is completed or deemed no longer required. The person hired for this position will work with the Board of Directors and its Executive Committee to plan new projects and programs to further the completeness and utility of the Master Plan, and ensure they are appended to the Master Plan once approved for implementation.

Seek and secure federal, state, local and private partnerships and outside support. Work with a variety of volunteer groups to both seek their assistance and manage their activities, hours, and schedules for Coalition projects. Involve Coalition stakeholders in these projects. Where needed for CDBG-DR funded projects and contracts, work with funding agencies to meet compliance requirements. Unless otherwise determined by the Board of Directors, serve as the Project Manager for all Coalition sponsored river restoration projects and oversee both design and construction crews as needed.

Community Outreach and Education: Oversee the communication of strategies, projects and news about the Watershed and the Coalition's activities to all landowners and stakeholders using a variety of methods (phone, email, meetings, website, newsletters, and social media), to ensure stakeholder involvement and to create opportunities for dialogue among a diverse population. Represent the LTWC at community events and raise the Coalition's visibility among stakeholders, potential funding sources, and the public. Respond to stakeholder concerns and keep the Board of Directors apprised of those concerns, making recommendations for successful outcomes and solutions.

Grant Writing and Fundraising: Research and identify opportunities for government, corporate, private, individual and foundation grants and funding, successfully soliciting and securing funding and support. Develop funding and support programs through public and corporate donations, including in-kind services, equipment, materials, events, trades and other means of partnership support.

Staff Management, Oversight and Organizational Sustainability: Supervise and support other Little Thompson Watershed Coalition employee(s) in all administrative and program management activities to ensure employee accountability and satisfaction, regulatory compliance, programmatic success, organizational excellence and financial stability. At this time there will be one Assistant. Delegate tasks as appropriate to ensure effective use of time and resources. Comply with the Coalition's requirements set by funding organizations, for payroll and bookkeeping services (via EVLT through December 2017) and the Coalition's bylaws and articles of incorporation. Work with the Board of Directors and its officers, and EVLT to manage the Coalitions budgets and finances, and prepare reports for review and approval.

Compliance: Ensuring compliance with LTWC's 501(c)(3) status will be required and is an integral and vital part of the duties for this position. Equally important are the compliance duties surrounding CDBG-DR contracts, including monthly invoice processing, Davis-Bacon compliance, quarterly reporting, and organizational management requirements under this current federal funding.

Required Qualifications: Bachelors or Masters Degree in watershed science, agriculture science, or related natural resource management, business, public administration, non-profit management, or planning field, or other relevant education and experience, plus five years professional experience, or equivalent. Ability to schedule several activities and duties happening simultaneously and be organized to facilitate and plan for unexpected changes. Excellent skills in leadership, interpersonal relationships, organizational effectiveness, community outreach, consensus building and program management. Excellent writing, presentation, public relations, consensus facilitation and communication skills, including social and news media and alternate methods of communications and motivational techniques to reach and coordinate among stakeholders with diverse interests. Strong skills in identifying, soliciting, procuring and managing grants, donations, in-kind services and equipment, and leveraging resources from individual, private, corporate, foundations and government sources. Ability to recruit, coordinate, manage and track volunteers. Strong environmental and conservation ethic. Experience writing requests for proposals and/or bids, and following-up with criteria for review, selection, award, and management of contracts. Experience managing projects from start to finish, from engineering to construction, watershed or natural resource projects or other multifaceted projects. Ability to work independently and professionally, establish work priorities as a primary team member with direct interaction and inclusion of the LTWC Board of Directors in communications and actions, manage time effectively; have a strong work ethic, and be energetic and flexible, as well as motivated and able to adjust on the move. Ability to cohesively pull together resources and expertise the Coalition needs to create program and administrative stability. Advanced proficiency in the use of MS Word, Excel, and Outlook, with the ability to learn new computer applications, such as accounting (Quickbooks), and website development and maintenance (Wordpress). Familiarity with geographic information systems (GIS) in watershed planning. Ability to learn watershed issues and apply regulatory compliance for watershed projects. Non-profit management and development experience, and/or experience with government agencies and/or experience with volunteer organizations.

Valid driver's license and reliable, insured personal transportation. Physical ability to hike sometimes remote, strenuous conditions and lift up to 50 pounds.

Ability for regular travel within the state to meet with stakeholders in their specific river reaches, and at their monthly meetings, often in the evening, in various locations throughout the watershed. Ability to work evenings with occasional attendance at multi-day conferences, and occasional weekend work. Occasional travel to other Colorado watershed coalitions and to state officials in Denver and other parts of Colorado. Occasional travel to EVLT's offices in Estes Park, CO. Work is typically performed in the LTWC office in Lyons, CO.

Salary and Position Details: Salary for this position is \$60,000 per year plus twice annual payments (\$3,000 in June and \$3,000 in December) in lieu of health insurance benefits. It includes paid holidays, and vacation and sick days as outlined in the EVLT Employee Handbook. The position is contingent on available funding.

LTWC and EVLT are Equal Opportunity Employers and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, or national origin in any phase of employment for this position. Further, the work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 170u (Section 3) which states that employment and other economic opportunities generated by HUD assistance shall, to the greatest extent feasible, be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

Little Thompson Watershed Coalition (LTWC, the Coalition)—Background

The Little Thompson River flows for 64 miles in Larimer, Boulder and Weld counties, starting just below Rocky Mountain National Park to the confluence with the Big Thompson River in Milliken, CO. This small but beautiful river is one of the least developed in the region and remains a critical wildlife corridor. It is an important source of agricultural irrigation and domestic drinking water. The river experienced some of the highest documented floodwaters—exceeding 15,000 cubic feet per second—and ravaged the watershed with unprecedented flows.

The Coalition's Board of Directors is made up of stakeholders who lead and direct projects, involvement and outreach to the watershed community of all stakeholders, approximately 600 people living on or near the river. The Directors lend their time and effort voluntarily and are organized by river reach. The watershed is primarily on private land, and includes residents in various rural communities and sub-divisions in unincorporated counties. There are eight active irrigation ditches in the watershed, limited local government land, limited businesses (mostly home-based). There are six fire districts, some federal land (USFS, BLM and BOR), some railroad property, and a smattering of churches and nonprofits, among other stakeholders.

The Coalition developed and maintains a database of landowners, neighbors and supporting organizations. It completed a first-ever Master Plan with Tetra Tech as the contractor and technical team. Funds for the Master Plan were provided primarily by the Colorado Water Conservation Board, with secondary support from two counties and other stakeholders. Current projects are funded through CDBG-DR grants and the Emergency Watershed Protection program (EWP), under the US Dept. of Agriculture's Natural Resource Conservation Service.

Announced: October 19, 2016