

**Coordinator
Luckiamute Watershed Council**

Posted: July 25, 2011

Intent to Apply due by: 5:00 pm August 5, 2011

Final Proposals due by 5:00 pm August 12, 2011

Table of Contents

I. OVERVIEW AND SCOPE OF WORK	1
LUCKIAMUTE WATERSHED COUNCIL	1
PROJECT SCOPE	2
EXISTING GRANTS	2
COMPENSATION	3
II. PROPOSAL PROCEDURES AND INSTRUCTIONS	4
TIMEFRAME	4
SUBMISSIONS	4
III. PROPOSAL EVALUATION	5
KNOWLEDGE, SKILLS AND EXPERIENCE	5
WORKING CONDITIONS/PHYSICAL EFFORT	5
PROPOSAL EVALUATION	5

I. Overview and Scope of Work

The Luckiamute Watershed Council (LWC) is seeking an independent contractor to fill our Council Coordinator position. This person will manage the day-to-day affairs of the LWC, ensuring we are meeting the needs of all of our stakeholders, fulfilling the obligations of our existing grants and performing the necessary groundwork to grow and expand as a watershed council. The contract is for a two-year term.

Luckiamute Watershed Council

The LWC is a diverse group of volunteers who work together to improve water quality, to enhance habitat conditions, and to increase natural resources education in the Luckiamute watershed. The LWC is representative of the stakeholders in the watershed, and includes people with experience in fisheries, agriculture, forestry, education, and natural resource management. It promotes projects that protect and enhance natural resources through the cooperation and support of local agencies,

schools, landowners, industries and businesses. The LWC manages a substantial budget that includes funding for implementation of two large, long-term watershed restoration efforts.

LWC Mission: The LWC was formed to share information, to help address watershed management issues, and to provide a framework for coordination and cooperation among watershed interests. The LWC strives for a sustainable and healthy ecosystem that provides a strong socio-economic base for communities in the watershed. It supports better stewardship of natural resources and an improved understanding of the local biodiversity.

The LWC has been awarded two, long-term, substantial grants: Designated Model Watershed and LSNA (Luckiamute Scenic and Natural Area) as well as multiple ongoing grants from OWEB (Oregon Watershed Enhancement Board)

The LWC is a non-regulatory, non-governmental group consisting of a balance of watershed interests. As such, it seeks information, makes recommendations, and provides advice concerning the natural resources of the watershed and its restoration.

The LWC geographic area includes the Luckiamute River and Ash Creek watersheds, plus the drainage areas of American Bottom and Duk Slough. The LWC spans two counties, Polk and Benton, in the Willamette Valley. The watershed is largely rural and land use in the watershed is primarily agriculture and forestry. More information about the LWC can be found at its website: <http://luckiamutelwc.org/>

Project Scope

The Council Coordinator makes reports to the LWC Board officers and members. In addition, the Council Coordinator will work closely with the LWC Board members, LWC Outreach Specialist and Project Manager to continue program development, execution and budget compliance to enhance the LWC's capacity and promote their mission

Existing Grants

The Coordinator is responsible for the following tasks.

LWC Support 2011 – 2012 (OWEB 212-058-8692)

Grant Dates: 7/1/11 – 6/30/13

- Monitor progress on all funded projects and maintain an on-going draft of the final report as a collection of monthly reports.
- Develop biennial work plans in coordination with LWC Board
- Implement action plans by setting specific priorities and ensuring deliverables are completed
- Seek funding to develop new programs and projects that further the LWC's objectives.
- Monitor the effectiveness of programs and projects in achieving LWC objectives.

- Provide fiscal oversight of LWC contracts and grants and track LWC expenditures in cooperation with fiscal administrator(s).
- Ensure broad public participation.
- Work closely with LWC Board and other staff to keep Board informed and foster a supportive and professional environment.
- Serve as primary contact for the LWC; actively seek to sustain and develop partnerships and coalitions with local community groups, universities and other regional organizations and other watershed councils.
- Manage development of watershed LWC funding, such as creating and implementing fundraising programs
- Perform administrative support functions for the LWC, including preparation of agendas and correspondences for LWC activities and meetings; planning and facilitating LWC retreats and other events; development and implementation of day-to-day policies and procedures for production of documents, work flow, filing, ordering of supplies, records maintenance, and other clerical services.

Willamette Model Watershed Program 2011-2013 Year 2 (MMT 11030689)

Grant Dates: 4/1/11 – 3/31/2012

- Coordinate reports to be submitted to granting agency for work completed and to request additional funding for future projects
- Participate in collaborative meetings/tours/conferences to support Program implementation
- Pursue grants and other program funding to support implementation of projects and other program related strategies (e.g., NFWF, RARE, OWEB, BLM)

LSNA Years 1 and 2 (MMT 10080217) Note: Specific deliverables for this grant may change. Note: allocation of tasks between Coordinator and Outreach Specialist to be determined.

Grant Dates: 9/1/10 – 8/31/12

- Complement LSNA restoration efforts with active input and strong support from the surrounding community through town hall-style information forums and site tours;
- Create a ‘Friends of the LSNA’ group to promote interest and increase base of support; and develop information brochures and publications to promote and explain LSNA restoration efforts.

Compensation

Contractor will be paid based on grant budgets that are successfully funded. Currently this is about \$85,000 - \$100,000 over a two-year timeframe. Additional funds may be available through award of additional grants.

All independent contractors are responsible for their own liability insurance, estimated federal, state and self-employment taxes, and travel and entertainment expenses (unless specified in a particular grant).

II. Proposal Procedures and Instructions

Timeframe

Intent to Apply	Due via email by 5:00 pm August 5, 2011
Final Proposals	Due via email by 5:00 pm August 12, 2011
Finalist Selection:	26 August 2011
Interviews Completed	2 September 2011
Board confirmation:	8 September 2011

Submissions

Contractors shall submit one electronic and two hard copies of the following:

1. A cover letter describing qualification, and experiences relevant to the required functions (3 pages maximum),
2. A detailed description of how the contractor would address the required tasks and deliverables
3. A resume with relevant experience and achievements, and
4. Three professional references, including name, affiliation, and contact information (email and phone number)

Proposals shall be submitted to the following address:

Attn: Keli Kuykendall, Executive Director
Cascade Pacific Resource Conservation + Development
33630 McFarland Rd
Tangent, OR 97389
541.967.5925
Luckiamute@casadepacific.org

Questions should be addressed to:

LWC Chair – Suzanne Moellendorf
moellendorfs@gmail.com

III. Proposal Evaluation

Knowledge, skills and experience

The ideal contractor will have the following knowledge, skills and experience:

- Knowledge of watershed, riparian and wetland ecological processes and protection/restoration principles – ideally in the Luckiamute Watershed.
- Experience with watershed assessments and successful development and execution of watershed management plans.
- BA/BS (and preferably MS) and 5 years of experience in natural resource management or related discipline.
- Excellent written, oral and public relations skills including experience communicating with the public and media
- Experience in fiscal management of a non-profit organization, including familiarity with QuickBooks to track payroll and expenditures.
- Experience using the Microsoft Office software suite, Web browsers, database management software, and understanding of geographic information systems (GIS) and their use in watershed planning.
- Experience engaging, collaborating with, building consensus in, and providing leadership for diverse groups and stakeholders, including private landowners, farmers, government agencies, non-profits, and researchers.
- Successful experience writing and obtaining grants and managing grant funds and deliverables.
- Successful experience developing, directing and managing multiple projects, including multi-organizational projects, and delivering products and results in a timely fashion.

Working conditions/physical effort

The following working conditions/physical effort will be required:

- Frequent travel around the watershed, and periodic night and weekend work. Must have valid driver's license, safe driving record, and provide own transportation and personal automobile insurance.
- Work may require occasional physical exertion, at times outdoors in variable weather conditions.

Proposal Evaluation

Proposals will be evaluated based on the contractor's knowledge, skills and ability to meet the conditions of the RFP as demonstrated through their proposal, particularly in the following areas:

1. Ability to create coalitions and partnerships to ensure broad public participation in LWC.
2. Ability to successfully manage and complete projects that meet the diverse requirements of a variety of stakeholders
3. Demonstrated knowledge of watershed management.
4. Written and oral communication skills

5. Fiscal administration of a non-profit organization.
6. Grant-writing and fund-raising skills.