

STEWARDSHIP ALLIANCE OF NORTHEAST ELKO COUNTY

JOB DESCRIPTION Organizational Coordinator

Reports to

Stewardship of Northeast Elko County Steering Committee area

Location

Elko-Wells, Nevada

Position Classification

Part-time (80% full time)

Term

2 years minimum

Starting Salary

\$40,000-\$60,000 FTE

Background

Northwest Elko County, Nevada is rich in livestock production, important sagebrush ecosystems, and Nevada rural culture. The Stewardship Alliance of Northeast Elko County (SANE) formed is a well-established group of landowners, public land users, and public resource agency specialists who were brought together by their ties to a common use area, commitment to common objectives, and common desire to nurture ranching and wildlife habitat. The ranchers who belong to SANE operate livestock businesses on more than 1.7 million acres of public and private land. SANE's resource specialists bring scientific and local knowledge of wildlife populations, wildland fire, range management, ecological conditions, and public land policy into management of the lands that encompass SANE member lands. SANE's purpose statement is the following:

SANE is a landowner-initiated, agency and stakeholder supported, solution-oriented community. We use tools of collaboration and education while integrating science and local knowledge. We work to conserve and enhance healthy and resilient sagebrush ecosystems and support responsible multiple use. We strive to maintain and preserve ranch families and livestock operations, and build an economically resilient community.

Lands owned are managed by SANE landowners are home to significant greater sage-grouse habitat designated as Priority Areas for Conservation under Bureau of Land Management and U.S. Forest Service final land use plan released in 2016. The SANE approach to protecting greater-sage grouse and its habitat under the land use plan applies a grassroots, bottom-up planning effort that strives to (1) achieve enhanced viability of range livestock operations through improved practices that minimize the impacts on public lands within priority habitat, (2) collaboratively develop and update a SANE Plan based in science and local knowledge to address documented risks to sagebrush ecosystems, (3) utilize adaptive management to guide plan execution and revision, and (4) establish a lasting institutional and planning framework for collaborative care for the land and those that rely upon it.

SANE is committed to building an organization, SANE Plan, and culture of collaboration that enables these triple-bottom line benefits to be achieved near-term and maintained by future generations.

Position Summary

The Organizational Coordinator is responsible for managing day-to-day operations of SANE to assure achievement of the organizational mission, charting a path toward greater organizational effectiveness and sustainability, and consistency with land use plans and landowner needs. The Director will be an employee of the Northwest Elko Conservation District (CD) with direct oversight provided by the SANE Steering Committee (Committee). The Director will lead SANE meetings, revision of the SANE Sagebrush Ecosystem Conservation Plan (SANE Plan), financial management and fundraising, coordination of projects, and otherwise ensure SANE's efforts are of the highest quality and integrity. He/she must be dedicated to SANE's purpose and values, committed to collaborative, science-based, and landowner-driven decision-making, and possess a deep passion for balanced stewardship of the local natural resources, agricultural economy, and rural ranching culture of northeast Elko County.

Duties

- Provide organizational leadership and initiative for day-to-day activities and long-term organizational strategic planning in coordination with the Committee and the CD.
- Cultivate and maintain strong, trusting, and effective relationships SANE members, partners, agencies, TAC Team and other key decision-makers.
- Schedule, develop meeting agendas and other written materials, help facilitate, and take minutes at SANE meetings, manage SANE project list, attend TAC meetings and keep landowners informed.
- Develop the SANE Annual Work Plan that lays out the priority tasks to be completed by the organization each year.
- Oversee development and revision of the SANE Plan that assures development of projects consistent with the organizational mission and land use plan and informed by ongoing member discussions and review of similar efforts across the West.
- Coordinate with the Committee and CD in development and tracking of budgets, drafting and overseeing outside contracts and agreements, travel budget, maintaining records, and coordinating with outside bookkeeping as needed.
- Investigate new income sources for SANE and SANE members, including payment for ecosystem services, mitigations credits, and other alternatives.
- Work with agencies and issues of concern, relevant NGO's, County, and State Government.
- Travel to meetings.
- Coordinate and develop educational opportunities.
- Work in partnership with the Committee and SANE members to lead organizational fundraising, including research, donor cultivation and maintenance, grant-writing, reporting, and related tasks.

- Ensure the quality and continuity of all communication strategies and materials, including but not limited to, written outreach materials, an organizational website, and other social media channels as determined necessary.
- Represent SANE in public and private settings as the lead representative and point of contact.

Qualifications

Education, Experience, and Knowledge

- Prefer Master's Degree, minimum Bachelor's Degree or **five years'** work experience in ranching, agricultural production, natural resource science and policy, and/or program management.
- Experience and/or ability/willingness to learn to work with collaborative networks and diverse interests and creating and maintaining lasting relationships and partnership.
- Working knowledge of current trends, practices, and emerging challenges to livestock production, greater-sage grouse protection, and rural life in the Intermountain West.
- Understanding of executive and legislative politics and processes at the federal, state, and local level, particularly how they apply to rural Nevada.
- Some training or experience in organizational development, facilitation, and conflict resolution or desire and willingness to develop facilitation and conflict resolution skills.
- Desired, HRM and Consensus Institute training.

Program and Project Management

- Proven ability to multi-task and work under deadline.
- Skill and ability for developing and maintaining diverse professional partnerships.
- Experience raising funds from foundations, government, and private donors.
- Financial management competence.
- Written and oral communication skills.

Work Habits and Personality

- Strong initiative and leadership skills, a self-starter
- Highly organized.
- Able to inspire confidence in the work of SANE.
- Capability to work independently and in a team environment.
- Ability to listen and consider the views of diverse interests.
- Capacity to think strategically—keep eye on the day-to-day details and big picture.
- Confidence to ask tough questions and make difficult decisions.

- Willingness to be flexible and adaptive when needed
- Strong sense of self-awareness and willingness to seek advice and input from others.
- Easy manner with the ability to interact and build relationships with people that span rural and urban cultures.

Physical Requirements

It will require walking over uneven terrain, navigating vegetation, fences, and waterways on rangelands sometimes under adverse conditions. It will require sitting at a desk and using a computer for extended periods of time, use of standard office equipment such as computers and copiers. Some physical lifting (up to 30 lbs.) may be required.

Work Environment

Work location will be within the Elko-Wells region of Nevada. A home office or office-sharing arrangement with another organization will be pursued based on the candidate and opportunity. This position will require routine travel, some in remote areas, by car on the freeway and rural roads within the SANE Plan Area and periodic travel in Nevada should be expected, sometimes under adverse weather conditions.

Terms of Employment

All persons employed by the CD are employed on an “at-will” basis. As such, employment can be terminated with or without cause, and with or without notice, at any time, at either your option or the option of the CD. The CD will establish an employment contract to be executed by the Director, and the Committee will oversee all work of the Director.