

**Position:** Program Manager, Rural Voices for Conservation Coalition

**Location:** Portland, Oregon

The Rural Voices for Conservation Coalition seeks a self-motivated, outgoing program manager who is passionate about community-based natural resource management with a special focus on forestry and range management in the American West.

**About Rural Voices for Conservation Coalition:**

Rural Voices for Conservation Coalition ([RVCC, http://www.ruralvoicescoalition.org](http://www.ruralvoicescoalition.org)) is an innovative coalition of community-based organizations, conservation groups, businesses, agency personnel and citizens working together to promote healthy landscapes and vibrant rural communities throughout the West. RVCC's mission is to develop an engaged and diverse network of community leaders who advance policy practices that align public and private land stewardship with community well-being and economic development. Our core strategies include advocating for inclusion of rural community interests in natural resource policies; developing stories of success to solidify commitment to collaborative conservation; and designing opportunities for practitioners to learn from each other to accelerate progress. RVCC was founded in 2001 to provide a collective voice representing community interests and expertise in natural resource policies. In today's national climate of partisanship, RVCC is a rare coalition building bridges that span the partisan divide by working together toward enduring solutions for communities and the environment.

The RVCC includes over 80 partners and a full-time staff of two. The growing Coalition works closely with collaborators from academic institutions, federal agencies, and other non-profits. RVCC's lean staff is directed by, and works closely with, a [Leadership Team](#) of community-based organizations from seven Western states. Participants in the Coalition include regional and national organizations, community-based natural resource advocates, conservationists, business owners, contractors, elected county officials, landowners, and state and federal government representatives. RVCC is fiscally administered by [Wallowa Resources](#), a community-based 501(c)3 nonprofit based in Enterprise, Oregon.

**Job Summary:**

The Program Manager is responsible for leading all aspects of the Coalition's policy strategy - centered on issues that affect rural communities, public and private lands management, and the continuation of a natural resource-based economy in the rural West. We place a priority on ensuring that rural voices and viewpoints are represented in natural resource policies and community development, and believe that working in partnership with land management agencies, providing pragmatic and solution-oriented approaches, creates significant opportunities to improve the efficiency and effectiveness of government.

Our core activities include an annual meeting of over 100 network participants; a yearly trip to Washington, D.C., known as "Western Week in Washington;" regular development of issue papers, transition memos, and letters to Congress addressing Coalition priorities; and a growing body of work around "peer learning exchanges" that facilitate sharing and learning between community-based practitioners who are using creative and innovative strategies to accomplish all-lands stewardship work. The Program Manager will help identify and create tools and products to build skills, expertise, and innovation in the field. Examples of RVCC's recent publications include, "[From Ideas to Action: A Guide to Funding and Authorities for Collaborative Forestry](#)," "[Rural Development through Land Stewardship](#)," our [2017 Presidential Administration Transition Memo](#) and [FY18 Appropriations Priorities](#).

Because the staff team is lean, our responsiveness relies upon adaptive, can-do energy, and high levels of motivation and initiative. It is essential that the Program Manager is able to forge strong relationships with partners (often remotely), take on and manage a large portion of the RVCC portfolio, and act as a colleague in leading the Coalition in partnership with the RVCC Director.

### **Essential Duties**

- Leading RVCC's policy work – through responsive actions and long-term, year-round policy engagement strategies. This includes:
  - Building and maintaining productive relationships with federal agency officials, Congressional committee staff, partner coalitions, and others.
  - Development of policy issue papers, letters to Congress, and policy updates for the RVCC newsletter.
  - Designing engagement strategies and trainings for participants of the RVCC network, catered to various levels of political experience and understanding.
  - Planning and facilitating RVCC's annual Western Week in Washington.
- Assisting RVCC Director with other core components of the Coalition's work, such as:
  - Building and maintaining productive relationships with RVCC Leadership Team members.
  - Pursuing new collaborative relationships with a wide range of stakeholders and partners across the West.
  - Supporting the creation of key messages and stories (i.e. best practices or case studies) that elevate innovations in land stewardship and community development.
  - Assisting in developing and hosting RVCC events, including the Annual Meeting, regional peer learning exchanges, and technical assistance workshops.
  - Identifying new opportunities for RVCC to add value for its participants, such as the development of new products, tools, and stories that advance the practice of land stewardship.
- Working closely with the RVCC Director on all operational aspects of RVCC work, including grant reporting, communications (social media, newsletter, and website maintenance), and other administrative tasks as they arise.

### **Skills**

- Energetic, organized, self-driven leader.
- A passion for community-based natural resource management, collaborative conservation approaches and rural community development. Experience working in Western rural communities and people with diverse political backgrounds preferred.
- Strong knowledge of federal legislative and administrative processes. Familiarity with US Forest Service, Bureau of Land Management, Natural Resource Conservation Service, and/or USDA Rural Development programs and policies advantageous.
- Demonstrated experience working in a dynamic, fast-paced environment on multifaceted and complex issues.
- Ability to effectively communicate with various audiences, including elected officials, legislative staff, partners, and funders.
- Ability to sense for new opportunities, bring new ideas, and think critically and strategically.
- Ability to work effectively with many people, often remotely, and manage several projects and tasks at once.
- Ability to work in a small team, be flexible, responsive, and adaptive to changing circumstances.

- Excellent communication and writing skills.
- Experience in organizing workshops and events preferred.
- Bachelor's degree in natural resources, environmental studies, public policy, international development, or related field.
- Knowledge of digital communications media, including Squarespace, Mailchimp and other digital tools preferred.

**Special Considerations and Restrictions**

We recognize the importance of work-life balance for the health and happiness of our employees. With that in mind, the nature of RVCC's work will require scheduling flexibility to accomplish what's needed, including occasional after-hours and weekends to attend events/meetings, and meet deadlines. Occasional travel to meet with national leaders or regional partners, or to host RVCC events, are also essential to the Program Manager role.

**Time:** Full-time (40 hours/week)

**Salary:** \$50,000 - \$55,000, depending on experience

**To Apply:** Resume, cover letter, writing sample, and 3 professional references to Karen Hardigg ([rvcc@wallowaresources.org](mailto:rvcc@wallowaresources.org)) by COB September 7, 2017.