

Central Idaho Rangelands Network

JOB DESCRIPTION

POSITION TITLE: Central Idaho Rangelands Network Coordinator
SALARY GRADE: \$35,000-55,000 DOE
SUPERVISOR: Central Idaho Rangelands Network
LOCATION: Salmon, Idaho (preferred) but Challis, Mackay considered

PREFERRED QUALIFICATIONS

- BA/BS degree and a minimum of 3 years of experience in ranch management, natural resource management, or equivalent combination of education and experience
- Rural background
- Experience with the Rocky Mountain West ranching communities, issues, policies and landscapes
- Experience working with federal and state resource management agencies
- Experience with personnel management and leading teams to achieve specific outcomes
- Experience with fundraising, writing, managing, and reporting on public and private grants
- Experience with record keeping and budgets
- Experience communicating with the public and/or media both in writing and orally

ESSENTIAL FUNCTIONS:

The Central Idaho Rangelands Network (CIRN) is a collaborative group of ranchers and conservationists working together to develop and implement innovative approaches to grazing, land, and water management that sustain and enhance the natural and community values in the Upper Salmon River, Lost Rivers and Pioneer Mountains region of central Idaho. The Coordinator provides support towards accomplishing CIRN's strategic vision and implementation of CIRN initiatives, programs, and partnerships. S/he assists CIRN to establish landscape-scale rangeland and water conservation goals that 1) improve the economic and operational stability of Network ranching operations, and 2) achieve increased conservation and restoration of land, fish, and wildlife in the region. S/he will develop strong working relationships with private landowners, business and community leaders, elected officials, community organizations, land trusts, universities, and public agencies to implement and finance these efforts.

In addition the Coordinator has the following capabilities:

- Oversees and coordinates grazing monitoring efforts by CIRN members on private and public allotments, including management of hired field staff to conduct the monitoring
- Organizes comments on federal and state proposals affecting CIRN including sage grouse, grassland conservation, etc.
- Fosters cross-site learning among the ranching and conservation communities
- Implements a variety of strategies to secure public and private support for CIRN conservation priorities, with a special emphasis on public and private grant writing
- Builds and coordinates community support for CIRN rangeland and conservation projects
- Maintains coordination with partner organizations and agencies

DESIRED KNOWLEDGE AND SKILLS:

- Ability to synthesize information and report out in a clear and organized manner.
- Knowledge of rangeland management conservation practices
- Working knowledge of how to guide and articulate collaborative rangeland management policy development
- Working knowledge of Forest Service and Bureau of Land Management permit renewal processes and/or experience with creating and implementing grazing management plans.
- Working knowledge of current trends and practices in conservation, land management, and land policies
- Working knowledge of common ranch activities such as livestock management, irrigation practices, basic farming practices.

- Completing tasks independently with respect to projected timelines
- Managing time and diverse activities under deadlines while delivering quality results
- Working knowledge of common software applications (e.g.; Word, Excel, PowerPoint, Web browsers, GIS)
- Must be a self-starter and people-oriented
- Must have a valid driver's license and clean driving record

RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:

- Manage teams of multi-disciplinary staff, with responsibility for performance management, establishing clear directions and setting objectives.
- Financial responsibility includes working within/managing a budget to complete projects, negotiating and contracting with vendors, assisting with budget development, and meeting fundraising targets.
- Responsible for ensuring that public and private funds are raised to meet program needs including some salary

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Coordinates CIRN meetings with members, sets up venue and agenda, distributes same and meeting minutes to CIRN members
- Network with diverse groups, including landowners, conservation partners, government officials, donors, board members and the general public to recruit support for the CIRN and publicize CIRN efforts
- Work and communicate effectively with a diverse group of people, including landowners, scientists, agency staff, NGO staff, and others, providing and obtaining needed information.
- Ability to simplify and explain the principles of CIRN practices to technical and non-technical audiences
- Communicate strategic project goals and objectives
- Maintain social media network and CIRN website

WORKING CONDITIONS/PHYSICAL EFFORT:

The Coordinator may work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances. These conditions:

- May require considerable physical exertion and/or muscular strain
- Present possibility of injury
- Require long hours in isolated settings