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Clallam CD, Jefferson CD, King CD, Kitsap CD, Mason CD, Pierce CD, San Juan CD, Skagit CD, Snohomish CD, Thurston CD, Whatcom CD, Whidbey CD

## **Puget Sound Conservation Districts Coordinator**

### **Puget Sound Conservation Districts**

The 12 Puget Sound conservation districts (PSCDs) form a collaborative, regionally-focused caucus. Our shared vision is a future in which private land managers and residents are actively engaged in building community, stewarding natural resources, and playing an essential role in restoring and maintaining a healthy and productive Puget Sound and Salish Sea. The 12 Puget Sound conservation districts are: Clallam, Jefferson, King, Kitsap, Mason, Pierce, San Juan Islands, Skagit, Snohomish, Thurston, Whatcom, and Whidbey Island.

To advance this vision the Puget Sound Conservation Districts Caucus is hiring a coordinator to support conservation districts in Puget Sound. Our shared vision is a Caucus that supports individual districts in their work in their service areas, that identifies and amplifies the impacts of individual CD work, that is able to identify, coordinate and support collaboration across Caucus members on projects and initiatives that serve common purposes; that ensures that CD's, and CD capabilities have a voice at regional tables, and are recognized for the role our service delivery model plays in supporting the realization of regional conservation outcomes.

### **We work toward our vision by:**

- Aligning our conservation programs with regional priorities;
- Ensuring consistency in technical programs across boundaries;
- Engaging landowners and residents in collective actions that protect and enhance natural resources across CD boundaries;
- Collaborating with partners to amplify the positive impacts of our actions.

You can read more about Puget Sound Conservation Districts [here](https://www.betterground.org/)  
(<https://www.betterground.org/>)

### **Coordinator Hiring**

To advance this vision, the PSCDs are hiring a coordinator. With current funding, it is expected the coordinator would work 16 – 20 hours per week on PSCD priorities. Continued work will be based on the Coordinator's performance including obtaining

additional fund to support the work. The main tasks include the coordination of the following activities:

**1. Administration**

- Track progress of conservation outcomes of Puget Sound CDs and develop communications materials to tell our story of success
- Coordinate activities and follow-up from Puget Sound CD convenings
- Coordinate input letters and statements of position of the Puget Sound CDs, as necessary
- Coordinate activities with the Conservation Commission Puget Sound Regional Manager
- Work with the Puget Sound Conservation District chair to advance PSCD initiatives

**2. Fund development**

- Identify and assist in securing capacity support for coordinating activities amongst the Puget Sound Conservation Districts
- Identify and assist in securing funding for one or more conservation districts in Puget Sound to deliver conservation programs

**3. Partnership development**

- Represent the Puget Sound CDs as necessary to/at local, regional or statewide policy forums or other stakeholder meetings
- Develop partnerships with key stakeholders to communicate the PSCD role in the conservation delivery system, advance joint planning and project development and funding opportunities

The funding available to fulfill this scope of work is \$40,000/year, including travel expenses. Funds are secure for a two-year contract. The coordinator will be an independent contractor with no other benefits offered. Depending on location of the successful applicant, office space may be available at a participating CD. Some travel throughout Puget Sound periodically should be expected. No travel reimbursement or costs will be reimbursed unless explicitly agreed to in advance and in writing.

**Requests for Proposals**

Name of applicant:

Address:

Phone number:

Email address:

Please answer each question within the specified word limits.

1. Describe your background in working with and understanding of conservation districts. (500 count word limit)
2. What is your experience in coordinating diverse individuals and organizations to common outcomes? (500 count work limit)

3. Explain your experience in completing the major tasks as outlined above – administration, fund development and partnership development. (1,500 count word limit)
4. What part of the scope are you most enthusiastic about and why? (500 count word limit)
5. What do you anticipate being the biggest limiting factor to success and how do you plan to address it? (500 count word limit)
6. What skills, background and ideas do you have to use technology or other tools to coordinate a coalition of organizations stretched in a large geographic area (500 count word limit)

Please attach a cover letter, two professional references and a resume

### Selection Criteria

- Background / Understanding conservation districts: 20%
- Demonstrated experience coordinating diverse organizations to a common cause: 15%
- Demonstrated experience in securing long term sustainable funding: 15%
- Demonstrated ability to complete Scope of Work with quality: 50%

Submit responses electronically to Kristine Swanner at [KristineS@pierced.org](mailto:KristineS@pierced.org) by June 21, 2019.

For more information contact Monte Marti, Puget Sound Conservation Districts Chair at 425-377-7001 or [monte@snohomishcd.org](mailto:monte@snohomishcd.org)