



Job Title: Grants and Communications Coordinator

Location: White Salmon, WA
Salary Range: \$51,674 – \$62,009
Duration: Full Time
FLSA Status: Non-exempt
Application Deadline: November 9, 2022 (applicant review will start November 3, 2022)

Columbia Land Trust is seeking an **East Cascades Oak Partnership Grants and Communications Coordinator** to join its team!

Columbia Land Trust is dedicated to conserving and caring for the lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In its first 30+ years, Columbia Land Trust has permanently conserved more than 55,000 acres of fish and wildlife habitat, forestland, and farmland, and has restored thousands of acres to benefit wildlife and communities. Central to our work is a commitment to advancing a more inclusive, equitable conservation movement and building relationships to achieve cooperative conservation solutions, as is demonstrated by our deep investment in the East Cascades Oak Partnership.

Columbia Land Trust is an equal opportunity employer and committed to building a diverse workforce. [Equity is a core organizational value](#) and applicants should be able to demonstrate a commitment to diversity, equity, and inclusion. We encourage Black, Indigenous, and People of Color, LGBTQ+ people, and people from groups who are underrepresented in conservation spaces to apply.

Columbia Land Trust's headquarters are located on the historic Fort Vancouver campus near downtown Vancouver, Washington, just across the Columbia River from Portland, Oregon. Additional Land Trust offices are located in Portland and Astoria, Oregon, and White Salmon, Washington. **This position will be based out of our White Salmon, WA office.** For more information, please visit www.columbialandtrust.org.

East Cascades Oak Partnership

The East Cascades Oak Partnership (ECOP) is a 25-partner bi-state collaborative that brings tribal, federal, state, and local partners together in the implementation of a strategic Oregon white oak conservation plan. Oregon white oak is a priority species for conservation in Oregon and Washington, hosting a thriving diversity of plant and animal

life, and providing core ecological and economic services in our region. The partnership provides learning opportunities, technical support, financial support, and outreach to partners and the general public to improve ecological and social outcomes in the central and eastern Columbia River Gorge area. Columbia Land Trust serves as the partnership's fiscal and administrative sponsor.

SUMMARY

The Grants and Communications Coordinator will be an integral part of the three-person team at Columbia Land Trust dedicated to the East Cascades Oak Partnership.

This team works with highly engaged partners and a steering committee to conserve, steward, and learn about these complex and fascinating oak systems. ECOP values learning and all sources of knowledge, from casual observation to rigorous academic science, and partners endeavor to translate learning into powerful conservation action. ECOP-dedicated staff at Columbia Land Trust consists of a program manager, a technical coordinator, and a grants and communications coordinator.

In 2022, ECOP successfully secured a \$7.1 million-dollar Focused Investment Partnership (FIP) Grant from the Oregon Watershed Enhancement Board (OWEB) to implement its strategic plan over the next 6-10 years. The partnership has several other private and public funding sources. The Grants and Communications Coordinator will support ECOP staff with grant writing and reporting, innovate and manage partner coordination and networking tools, oversee website development and maintenance, and will contribute to other general outreach responsibilities. This position will also coordinate with other Columbia Land Trust staff as necessary.

Essential Duties:

Grant Writing and Reporting (70%):

- Write grant applications in support of ECOP projects, specifically including those that are part of the OWEB Focused Investment Partnership portfolio, in cooperation with federal, tribal, and state partners
- Coordinate reporting requirements with partners, write and submit grant reports, communicate with funders and the ECOP Manager regarding changes to budgets, scope of work, or timing of implementation
- Support the preparation of grant progress presentations to OWEB and partners
- Maintain annual grants calendar to track proposal and reporting deadlines
- Maintain and implement ECOP funding plan, including prospecting new opportunities

Outreach Systems (25%):

- Develop and implement communications tools in support of ECOP's outreach plan
- Participate in the creation, execution, and maintenance of ECOP's Outreach Plan
- Manage partner access to and use of ECOP's online and print outreach products and technical support materials
- Develop efficient, stylized communication and messaging tools for internal use with partners, consistent with ECOP branding and values
- Coordinate partner working groups in drafting, reviewing, and revising outreach tools for target stakeholder audiences
- Lead the development and maintenance of an ECOP website that connects partners and the public to important resources. Content will be developed by the ECOP staff team and partners, with web design support from consultants.
- Support ECOP staff with meetings and events, as needed

Program Administrative Support (5%):

- Assist with policy and procedure development
- Participate in annual review, work planning, and budgeting processes
- Participate in strategic plan update processes
- Contribute to interface between Columbia Land Trust and ECOP

Supporting Activities and Knowledge

- Develop knowledge on local, regional, and national issues related to East Cascades Oak Partnership's work to effectively represent the partnership
- Engage with culturally diverse groups of stakeholders including donors, volunteers, and community partners in a manner that is welcoming and inclusive
- Responsibly maintain records and follow strict funder confidentiality and security of funder records
- Research and support best practices in all aspects of grants funding
- Demonstrate excellent written and verbal communication skills including presentation, persuasion, and negotiation skills required in working with all partnership stakeholders; including the ability to communicate effectively and in a timely, organized fashion
- Ability to manage multiple complex budgets, timelines, and processes concurrently
- Understand OWEB grant rules and guidelines and ensure adherence to OWEB and Columbia Land Trust policies
- Familiarity with adhering to a brand voice and meeting deadlines
- Attend tours and events to capture content and stories
- Enthusiasm to contribute creative content and storytelling ideas

- Desire to research social media engagement best practices and to stay up to date with evolving features, analytics, and other tools
- Work collaboratively in a team environment with a spirit of cooperation with stakeholders across the organization

Organizational Support

Land Trust staff support a broad range of organizational activities such as participating in Board of Directors meetings, learning about and engaging with diversity, equity and inclusion (DEI) work, and involvement on staff committees.

QUALIFICATIONS

Columbia Land Trust expects applicants will have skills and experience relevant to the work listed above. However, applicants are not expected to have experience in all tasks to apply for the position. The ideal candidate will value learning, is curious about nature and people, can translate science and community input into an actionable management pathway, has a good foundation in ecology, experience with natural area management and/or restoration, project management experience, problem solving skills, and an ability to work collaboratively with a wide range of partners. Columbia Land Trust is prepared to provide training to ensure qualified candidates have the skills to accomplish the work safely and effectively.

To thrive in this job, the qualified candidate will have the following qualifications:

- A background in grant writing and reporting either through related experience or education/training
- Strong writing and editing skills
- Excellent project management skills and ability to manage complex calendars
- Ability to read and write reports and professional correspondence
- Ability to collaborate effectively with audiences and incorporate feedback as needed
- Ability to respond constructively and patiently to partner requests, issues, and concerns
- Proficiency with Microsoft Office software, especially Outlook, Word, Excel, and Powerpoint
- Ability to relay technical information in an accurate and engaging way
- A genuine enthusiasm for the mission, values, and work of Columbia Land Trust and the East Cascades Oak Partnership
- Interest in or familiarity with tribal sovereignty, history, current events, and relationships in the Pacific Northwest

SALARY & BENEFITS

Healthy, happy staff are an important element of our success and we strongly believe in and support a work/life balance. Columbia Land Trust offers a competitive salary, a comprehensive benefits package, and a supportive and positive work environment. The full

salary range for this position is \$51,674 - \$72,344 annually. Based on our internal equity review and candidate's qualifications the estimated starting salary will typically be between \$51,674 - \$62,009 annually. The Land Trust benefits package includes paid vacation, holidays, and sick leave. Columbia Land Trust pays 100% of health and dental insurance premiums for three-quarter to full-time employees; voluntary benefits include a Section 125 -FSA and long-term disability. We also offer a match (up to 5% of annual salary) to our 401(K) retirement plan.

ORGANIZATIONAL COVID-19 VACCINATION INFORMATION

Columbia Land Trust requires its employees to receive the COVID-19 vaccination and boosters and has practices in place to mitigate exposure. Reasonable accommodations will be made for individuals who are unable to receive the vaccine due to a medical condition or religious belief.

APPLICATION INSTRUCTIONS

To be considered for the ECOP Grants and Communications Coordinator position, please email or mail a cover letter, resume, and a list of three references to the email or mailing addresses listed below. We will not contact your references without notifying you first.

Please include descriptions of the following in your cover letter:

- Your interest in and relevant experience for this position, and where it fits within your career objectives; and,
- Your commitment to, and experience with, diversity, equity, and inclusion.

Applications for this position will be accepted through November 9th, 2022. Review of applications will begin on November 3, 2022.

Applications can be submitted:

- by email to jobs@columbialandtrust.org. Please include the position title, **Grants and Communications Coordinator**, in the subject of your email.

OR

- by mail to: Lindsay Cornelius, Columbia Land Trust; 850 Officers Row Vancouver, WA 98661

Columbia Land Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.