

Position: Executive Director

Organization: Lake Roosevelt Forum (www.lrf.org)

Location: Office to be located within 150 miles of Grand Coulee Dam

Rate: \$40/hr., or rate structure based on service proposal.

Organizational Overview:

The Lake Roosevelt Forum is an independent non-profit organization. Its mission is to increase awareness, promote dialog and support public engagement regarding the environment and economic well-being of Lake Roosevelt communities. All activities are non-partisan, meaning the Forum itself does not engage in policy or regulatory advocacy. Further, it does not comment on the jurisdictional authority provided to tribal, federal, state or local government sovereigns.

Lake Roosevelt was created in 1942 when Grand Coulee Dam was built and the Upper Columbia was impounded. It encompasses 125 square miles, stretches about 150 miles from Grand Coulee Dam to below the U.S.—Canadian border, and has over 600 miles of shoreline. Lincoln, Stevens and Ferry counties border the lake, as do the Spokane Tribe of Indians and Colville Confederated Tribes Indian reservations. The lake is managed under a five-party agreement that includes the Spokane Tribe of Indians, Colville Confederated Tribes, the National Park Service and the Bureau of Reclamation.

The Forum works to assure that the public and all communities surrounding the lake can share information, exchange ideas, and work in a spirit of collaboration to address current and future needs. See www.lrf.org for Forum background, initiatives and activities.

Position Description

The Executive Director reports to the Forum's Board of Directors. The ideal candidate will be deeply committed to the Lake Roosevelt area; maintain and develop diverse relationships with tribal, federal, state and local agencies, stakeholders and others; and be familiar with environmental and other issues affecting the lake and its communities. Our successful candidate will have the ability to both manage a non-profit organization and create powerful and compelling written, verbal, and visual communications.

The Executive Director with Board approved contract support will:

1. Provide general administration to THE FORUM. This includes:
 - Being the authorized, legal representative of the Forum.
 - Prepare annual and program budgets for board approval.
 - Maintain insurance certificates, financial accounts, and records, including actions required to meet the fiduciary and legal responsibilities of THE FORUM as a non-profit organization registered in the State of Washington and 501(c)(3) non-profit corporation as designated by the Internal Revenue Service.
 - Facilitate Board, Steering Committee, and other meetings necessary to conducting FORUM business.
 - Conduct, plan and oversee implementation of activities, including grant reporting.

- Maintenance of all LRF databases, including rosters and the newsletter mail list.
 - Develop and/or order stationary, cards, digital media, equipment and other materials necessary for the general maintenance of FORUM activities.
 - Respond to requests for information.
2. Publication of social media as well as electronic newsletters. This includes:
 - Selection of stories, writing articles, and editing.
 - Layout, online posting and printing
 - Email distribution
 3. Development of Forum Web site. This includes:
 - Registration and maintenance of URL and web hosting service
 - Development of graphics, content and related material for site
 - Programming, web site administration and maintenance
 4. Conferences, Public Meetings, Tours and School outreach. Develop, implement and promote with partners. Examples include LRF conference, webinars, bus tour, Student Discovery Month and Lake Roosevelt Water Festival.
 5. Conduct media outreach to promote events and disseminate information.
 6. Grant writing and fundraising. This includes:
 - Identification of grants and other revenues to sustain or expand FORUM activities
 - Writing and submission of grants and other funding requests
 - Meeting with potential funders
 7. Other Duties as Assigned
 - As opportunities and requisite funding arise, the Forum Board may increase the scope of Executive Director activities.

Required Qualifications:

- A Bachelor's degree and three to five years of relevant experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.
- Demonstrated project management and time management skills; demonstrated ability to operate independently, prioritize, and accomplish complex initiatives within deadlines.
- As needed, ability to manage writers, web and graphics designers, data base management, accountant/bookkeeper, curriculum developers, printers, video producers, and other vendors needed to carry out organizational and program activities.
- Demonstrated organizational proficiency and project organization skills. Self-motivated, proactive, adaptable work style, with the demonstrated ability to learn quickly and to work with a variety of topics and people.
- Proven analytic abilities, using problem solving skills to proactively research and resolve questions, discrepancies, and inconsistencies.
- Demonstrated excellent written and verbal communication skills.

- Demonstrated ability to communicate successfully with stakeholders at all levels throughout a complex, diverse organization. Must have the ability to maintain confidentiality and use discretion.
- High proficiency in Microsoft Office (Excel, Word), Adobe Acrobat, and standard web interfaces.

To Apply: Via email or postal delivery, send cover letter and resume/qualifications to:

Lake Roosevelt Forum
Attention: Andy Dunau
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