



## Program Manager, Klamath River Restoration Fund

### JOB DESCRIPTION

January 2024

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|------------------|---|
| Location:        | Bayside, CA; with routine hybrid work structures  |
| Department:      | Programs & Community Solutions  |
| Reports to:      | Senior Program Officer, Programs & Community Solutions  |
| Time Commitment: | Full time M-F 8:30a-5p, may include weekend or after hours work as needed.  |
| Status; level:   | Regular, Non-Exempt; Program Manager  |
| Wage Range:      | \$23.75 - \$26.75/hour, depending on experience, plus health benefits, retirement benefits, paid holidays and sick time; \$29.75/hour expected at 1 year of tenure. |

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### **About Humboldt Area Foundation+Wild Rivers Community Foundation**

Humboldt Area Foundation+Wild Rivers Community Foundation (HAF+WRCF) serve the residents of Humboldt, Del Norte, and Trinity counties in California, and Curry County in Oregon, including the unceded lands of many Indigenous peoples and 18 Indigenous Tribal Groups. We acknowledge and recognize these Peoples and the federally and non-federally recognized nations that represent them.

The Northern California and Southern Oregon region is made up of 200,000 residents in over 10,000 square miles of land and while culturally and environmentally rich, this region continues to be economically disadvantaged. Founded in 1972, Humboldt Area Foundation strives to play a unique role, encouraging individuals, organizations, and companies to fund important community activities in support of common goals.

In 2020, HAF+WRCF adopted a generational vision of a Thriving, Just, Healthy, and Equitable Region. This vision is implemented through four decade-long goals of increasing Racial Equity, Thriving Youth and Families, Healthy Ecosystems and Environments, and a Just Economy. Supporting vulnerable communities is at the heart and action of HAF+WRCF, and for over two decades HAF+WRCF has intentionally focused resources toward historically underserved populations, unheard voices, and those who experience the highest rates of disparities.

HAF+WRCF implements a holistic toolkit of services to ensure we are supporting community needs. This includes capacity building, advocacy and policy work, networking, leadership training, impact investing, community co-design, and leveraging funds, as well as providing grants and scholarships and managing programs and initiatives. Key programs and initiatives include the Native Cultures Fund, Equity Alliance of the North Coast, the Redwood Region Climate and Community Resilience Hub and the Klamath River Restoration Fund. It also deploys emergency response, recovery, and resilience funding and regranting

through its innovative Community Response Team. In addition, HAF+WRCF provides high quality charitable giving services to individuals, families and businesses and develops deep relationships with financial and professional advisors and provides them with resources to help their clients with planned giving.

### **About the Klamath River Restoration Fund (The Klamath Fund)**

The Klamath Fund is a new affiliate program of HAF+WRCF, deepening our commitment to our vision and four goal areas with a focus on community-led climate resilience and restorative justice. The Klamath Fund will invest in and amplify restoration and revitalization efforts in the entire Klamath basin for 10 years following dam removal in 2023 and 2024. The Klamath dam removal is the largest dam removal project and largest river restoration project in U.S. history, having immense and monumental impacts for river and ecosystem health, economic and workforce development, revitalization of Tribal and rural communities, and restorative justice to Tribes and Indigenous people who have lived along the river since time immemorial.

### **Job Description Summary**

As a member of the Programs & Community Solutions team, The Klamath River Restoration Fund Program Manager manages, supports and monitors the work of the Klamath Fund program including the work plans, budgets, projects and other operational activities, ensuring these tasks are completed to foundation standards. The Program Manager is a liaison between teams, facilitating communication and coordinating inter-team processes. Manages or provides input on at least one program budget, responsible for grantee or government reporting.

The role is in service to restoration work within the Klamath River Basin, and making positive impacts to river and ecosystem health, economic and workforce development, revitalization of Tribal and rural communities, and restorative justice to Tribes and Indigenous people. It aims to empower people, tribes, organizations, institutions, and businesses to achieve healthy, equitable, and just outcomes to help our region thrive. The Klamath Fund team braids HAF+WRCF organizational resources—from grant making to community engagement, to technical assistance—to ensure the greatest impact and progress toward the Klamath Fund and HAF+WRCF goals.

### **Essential Functions & Job Duties**

#### **Manage day to-day program operations, execution and coordination for the Klamath River Restoration Fund program including:**

- Support the monitoring and tracking of budgets, work plan and projects.
- Ensure objectives are met and project design and deployment prioritizes equity and is consistent with Klamath Fund and foundation's goals and missions.
- Assist in brainstorming, design, and execution of new projects that range across the portfolio of Klamath Fund activities.
- Assist with drafting grant progress and final reports.
- Collaborate and coordinate with HAF+WRCF cross-functional teams - including Advancement and Philanthropic Innovations, Marketing and Communications, Redwood Region Climate and Community Resilience Hub as well as Programs and Community Solutions- to ensure productive use of time, communications, and work plan activities are accomplished timely.
- Manage a regranteeing program, following grantmaking procedures while effectively supporting workflows, program evaluation and development.

- Contribute to the Klamath Fund critical path-/strategic plan.
- Manage deliverables, required resources, work plan, and timing for new Klamath Fund projects.
- Coordinate project alignment between the Klamath Fund and other HAF+WRCF initiatives.
- May supervise coordinator(s), interns or volunteers.
- Identify key requirements needed from cross-functional teams and external vendors, manage certain vendor agreements.
- Work with the Klamath Fund teams to identify risks and opportunities across multiple projects.
- Flag issues and risks and bring to the attention of Senior Program Officer and Senior Advisor
- Work with Klamath Fund Team to ensure effective collaboration related to measurement and evaluation.

**Administrative and logistical support for Klamath Fund teams within structures deadlines help coordinate meetings, agendas, scheduling, logistics, and task assignment follow-up, and debriefing**

- Develop and maintain operational documentation and materials and organize online filing systems.
- Arrange interpretative/translation services, accessibility equipment, and childcare services as needed.
- Attend meetings and capture input, recommendations, dialogue highlights, and next steps.
- Provide administrative support to applicants, grantees and committees including fielding questions, scheduling, and attending internal and external meetings, preparing review packets, and grant reports-
- Update constituent databases-
- Update and create new procedures as needed-
- Analyze, evaluate projects, and produce reports for programmatic review.
- Identify key requirements and resources needed from cross-functional teams and external partners; obtain resources as identified.
- Work with appropriate staff to conduct background research and analysis on key trends and developments relevant to strategy areas of the foundation as well as field specific research related to river basin restoration, community and climate resilience.
- Prepare briefing and advance materials to support the Fund's range of activities and engagements, both internally and externally-
- Maintain the capacity to be flexible, proactive, diligent, and thorough as projects and assignments will vary-
- Maintain confidentiality and practice diplomacy in a variety of situations.

**Team, Organizational and Administrative Support and Participation**

- Participate in team meetings and team building efforts.
- Participate in all staff meetings, activities and trainings.
- Contribute to HAF+WRCF's strategic goal areas and the Programs & Community Solutions Department portfolios.
- Administrative support for Senior Program Officer
- Reconcile team credit card statements each month.
- Provide coverage for other Community Solutions management or Program Officer duties as needed.

## Minimum Qualifications

- An understanding of and an ability to communicate about river restoration, community resiliency, climate crisis and impacts, mitigations, adaptations, solutions, and inequities on a community or at a structural level.
- 3 years of experience working in a project management role or complex administrative support role that has provided the individual with the knowledge, abilities, and skills listed below:

### *Knowledge, Skills, and Abilities*

- Ability to communicate effectively with a diverse population, is able to establish and maintain working relationships with individuals from diverse backgrounds and has demonstrated sensitivity to cross-cultural perspectives and experiences.
- Work independently with a sense of urgency when needed and self-direction and with owning appropriate leadership responsibilities in the organization.
- Ability to be flexible and able to adapt to short and long-term shifts in job duties as the work of the organization changes as it continuously seeks to have greater impact.
- Experience with project management; has the ability to create and execute successful budgets and work plans based on ideas to achieve specific strategic and tactical outcomes.
- Provides excellent internal and external communications.
- Effective and efficient time management skills and techniques for work in a fast-paced environment where it is important to prioritize and organize workloads to meet multiple duties and deadlines.
- Ability to work independently as well as part of a team; takes initiative and forwards ideas, asks questions when necessary, and collaborates in problem-solving.
- Illustrates strong written communication skills including written correspondence etiquette for a business setting.
- Proficiency and comfort executing intermediate level functions with Microsoft Office suite (OneNote, Power Point, Word, Excel) or similar programs such as Google Docs / Google Drive.
- Ability to research, interpret, and analyze a variety of information sources, including technical information.
- Maintains confidentiality and protects sensitive information in accordance with organizational standards.
- Demonstrated ability to receive and incorporate feedback and direction effectively.
- Ability to work the hours required for this position.

## Preferred Qualifications

- Experience with community-based or collaborative organizing, problem-solving, facilitation.
- Familiarity with non-profit organizations, foundations and the field of philanthropy.
- Knowledge of the Upper and Lower Klamath River Basin and Tribal Nations of this Region.
- Experience working with diverse communities.
- Experience in meeting facilitation and program implementation.
- Bi-/multi-lingual fluency.
- Possess a current valid California driver's license and ability to be insured under HAF's auto insurance.
- Experience supervising and mentoring staff.

- Proficiency with database programs, website management platforms, listserv and reservation platforms.
- Knowledge of and comfort with graphic design tools, social media, and public outreach best practices.

**Physical & Mental Requirements of the Job**

Work is primarily performed in community, from home, and in formal office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech and lifting of up to 10 pounds.

*Humboldt Area Foundation+Wild River Community Foundation (HAF+WRCF) is an equal opportunity employer and make employment decisions on the basis of merit and without regard to race, religions creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances.*

*Humboldt Area Foundation+Wild River Community Foundation and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and creating a working environment that is welcoming to all, will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.*

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Employee’s Signature

Date:\_\_\_\_\_

\_\_\_\_\_  
Supervisor’s Signature

Date:\_\_\_\_\_