

JOB DESCRIPTION



Title: Watershed Planner
Department: TBD
Status: Exempt
Reports to: Executive Director
Work location: FOTR headquarters in Plymouth, MI
Annual Salary: \$50,000 - \$60,000 depending on experience

Friends of the Rouge (FOTR), founded in 1986, is a nonprofit organization dedicated to restoration and stewardship of the Rouge River ecosystem through education, citizen involvement and other collaborative efforts. The Rouge River is one of the nation's most polluted waterways and is located in the Metropolitan Detroit area of southeastern Michigan. The Rouge has been the focus of intensive federal, state and local restoration efforts.

Position Background

The Friends of the Rouge leads the Rouge River Water Trail and facilitates the Rouge River Water Trail Leadership Committee. The Watershed Planner serves as a primary facilitator and core staff person for partnership-based management and stewardship in the watershed. The Planner will build strong relationships with a wide range of partner organizations, businesses, and service providers, and be familiar with the history, characteristics, and issues in the watershed. The Planner will also promote and enable waterfront and watershed revitalization projects that increase habitat diversity, restore connectivity, expand public access to recreation, promote green stormwater management, and encourage sustainable development.

This position is part of the National Kidney Foundation of Michigan's (NKFM) effort to improve health, prevent chronic disease, and reduce health disparities through culturally appropriate programming. This effort is funded by the Center for Disease Control and Prevention's Division of Nutrition, Physical Activity, and Obesity (CDC DNPAO) through the national REACH initiative.

Job Duties & Responsibilities

Duties for the Watershed Planner shall include, but are not limited to, the following:

1. Coordinate and facilitate stakeholder meetings, including the Rouge River Water Trail Leadership Committee
 - Research and summarize information of relevance to river revitalization decision-making by watershed partners
 - Facilitate implementation and oversight of the Rouge River Water Trail Strategic Plan and Safety Plan
 - Create a pipeline of new projects and funding to advance the goals of the Rouge River Water Trail
 - Work directly with any contractors or sub-contractors to oversee trail-based projects including conceptual design, engineering and build
 - Facilitate the operations and communications of the Lower Rouge River Water Trail, convene partners, identify opportunities and gaps, implement projects, and assist with promotion and marketing
 - Collaborate with county, city, and community partners to create land-based connections to the water trail

- Work with stakeholders to develop and implement policies, strategies and secure funding
 - Forge new relationships among recreational, business, and government partners
 - Develop and give public presentations, develop print, video and web materials in coordination with marketing staff, and identify strategic means to distribute messages
 - Act as a spokesperson with the media on FOTR programs/projects, technical issues and water policy issues
 - Develop pollution prevention activities designed to reduce point and nonpoint source pollution
 - Develop and track performance metrics for program, evaluate and assess
 - Coordinate staff, contractors, and interns for successful program outcomes
 - Perform all aspects of project management including developing and administering budgets, securing funds, reporting and evaluating to funders, and serving as spokesperson
 - Participate in production of the water trail based website, and other traditional media and social networking outlets
 - Assist in developing and implementing any needed procedures to continually improve the effectiveness of the organization
 - Participate in staff meetings, and other organization events and activities
2. Support and facilitate fundraising efforts, including grant writing and attending fundraising functions
 - Plan, organize, and coordinate activities for special events.
 - Support staff in researching and coordinating grant application efforts.
 - Work with staff on fundraising-related communications and acknowledgements.
 - Explore and respond to emerging technologies in the field.
 - Provide support to fundraising events and related activities (weekend and evening hours)
 3. Work with NKFM staff to implement active living activities and evaluation of the CDC REACH initiative
 - Participate in monthly CDC technical assistance calls and report on intermediate performance measures
 - Assist with implementation of long-term evaluation plan with the University of Michigan School of Public Health
 4. Other duties as assigned

Required Qualifications

- Bachelor's degree (masters highly preferred)
- Experience working at, or with, a nonprofit organization in watershed management, land-use planning and/or trail planning for a minimum of 3 years.
- Evidence of strong relationship skills, including assertiveness, tact, and the ability to manage contractors and work with a wide variety of stakeholders
- Self-motivated and organized
- Exceptional attention to detail and project and records management skills.
- Exceptional written and verbal communication skills.
- Experience with Microsoft software suite (Excel, Word, and PowerPoint)
- Familiarity with grant writing and management, and willingness to learn
- Ability to learn new technology and explain it to others.
- Ability to foster effective working relationships within a team environment.

- Ability to work independently, manage multiple priorities, and take-action with limited resources.
- Ability to conduct research, gather data, analyze information, and prepare reports and other materials.
- Ability to work with diverse populations and skilled at facilitating meetings that involve people with diverse views
- Commitment to an organization that requires staff time to maintain the culture of both participatory decision-making and support for colleagues to achieve their best
- Demonstrates a passion for the work and is committed and engaged
- Demonstrated commitment to the environment and promoting healthier lifestyles

Preferred Qualifications

- A master's degree in watershed management, land-use planning, public policy or a related field
- Minimum five years of relevant work experience
- Experience with working on and leading productive teams
- Experience in researching, advocating, and educating the public on habitat restoration, green infrastructure and water quality issues
- Background with water and/or land-based trail development
- Familiarity with planning and successfully executing fundraising and donor centered events
- Ability and desire to facilitate collaborative approaches to environmental protection
- Ability to effectively manage numerous projects—funder relations, evaluation, tracking, and time management
- Comfort communicating with media and speaking publicly
- Working successfully with volunteers

Must be a proactive team player with excellent communication skills, able to multi-task, prioritize and maintain attention to detail. This position requires excellent organizational and customer service skills. Must be willing to work a flexible schedule to accommodate evening board meetings, committee meetings, and special events which may be held during evenings and on weekends. Must have reliable transportation and maintain a valid driver's license.

Physical Requirements

Office work will include extended periods of time sitting while using a desktop computer. Some physical lifting is required (up to 30 lbs.). Outdoor work may involve walking on uneven ground and steep slopes along the river and bending over. Reasonable accommodations may be made to enable individuals with disabilities are able to perform the essential functions.

Work Environment

This position is primarily an office position with occasional outdoor work. Outdoor work occurs in all seasons. Flexible hours and work from home options are negotiable.

Benefits

FOTR offers a full range of employee benefits including health insurance, matching retirement contributions, paid time off, paid holidays, flex time, flexible work schedule, paid maternity and parental leave, health-based flexible spending account and childcare flexible spending account.

Successful applicant who demonstrates positive results in job performance will be given career advancement opportunities within the organization.

Nondiscrimination Policy

It is the policy of Friends of the Rouge (FOTR) to provide equal membership, employment and service opportunities to all eligible persons and to administer personnel policies and practices in accordance with all applicable laws.

We do not discriminate on the basis of race, ancestry, creed, religion, color, personal appearance, national origin, citizenship, age, sex, sexual orientation, marital status, parental status, family responsibilities, and the presence of any sensory, physical or mental disability, learning disability, matriculation, membership in any labor organization, lawful source of income, political affiliation, or political ideology.

Application Instructions

All interested parties are invited to submit 1) a resume, 2) three references, and 3) a cover letter indicating why you are interested in this position which describes experience and interest in the position. Please submit as a single PDF file of all three in the following format: **Your Full Name_FOTR Watershed Planner Application**. *Incomplete applications will not be considered.*

Mail/e-mail to: Marie McCormick, executive director, mmccormick@therouge.org, 650 Church Street Suite 209, Plymouth, MI. Deadline for submission: **Friday, October 11, 2019. 11:59 p.m.** Late submissions will not be considered. No phone calls please.

Updated: September 9, 2019

Terms of Employment – At-Will Employment Status

All persons employed by FOTR, regardless of classification status, are employed on an “at-will” basis. As such, employment can be terminated with our without cause, and with or without notice, at any time, at either your option or the option of FOTR. No supervisor, coordinator, manager, or other representative of FOTR other than the Executive Director has the authority to enter into any agreement or contract for employment for any specified period of time. The provisions contained in this policy supersede any and all previous oral or written statements or representations that have been made by FOTR or by someone purporting to represent FOTR. Employees should be aware, while FOTR employees are required to participate in regular performance evaluation; this evaluation process is not intended to be a means of creating legal rights and does not affect the “at-will” nature of the terms of employment.