



South Fork Initiative Coordinator

Reports to: Executive Director

Status: Full Time

Location: Remote, Located in the South Fork Snake Watershed, Office Space Available in Ashton, ID

Position Summary

The primary function of the South Fork Initiative Coordinator (SFI Coordinator) is to be the liaison between Henry's Fork Foundation (HFF) staff and the South Fork Initiative Advisory Board. The South Fork Initiative (SFI) is a unique program of the HFF focusing on the conservation of the South Fork of the Snake River by replicating the work of HFF on the Henry's Fork of the Snake. Representing HFF and HFF staff, the SFI coordinator will be the primary staff member available to SFI constituents and the lead on many SFI efforts. This HFF staff position will be critical to moving the ideas and concepts of mutual interest of the SFI Advisory Board and the HFF Executive Director into action, thus resulting in the growth of SFI mission accomplishment.

General Duties and Responsibilities

- HFF staff liaison with the SFI Advisory Board and engage overall collaborative efforts: (25%)
 - Schedule and develop agendas for SFI Advisory Board quarterly meetings.
 - Attend and take notes at SFI Advisory Board meetings.
 - Assist in the development of SFI budgets within the HFF budgeting framework.
 - Attend weekly HFF staff meetings and keep HFF staff informed about the SFI.
 - Report on the work of the SFI Advisory Board, and HFF staff working on the SFI, to the HFF Board of Directors.
 - Learn and invest in local and regional collaborative processes pertinent to the South Fork of the Snake.
 - Build positive relationships with numerous and various stakeholders.
- Build membership and funding for SFI: (40%)
 - Develop and refine SFI membership marketing plan with SFI Advisory Board and HFF staff.
 - Coordinate with HFF staff to implement membership recruitment efforts such as Morning Bites, etc. SFI Coordinator will eventually handle all logistics for these SFI membership events.
 - Lead SFI Guide Ambassador program. (Guide recognition and membership recruitment)
 - Develop protocols to coordinate with HFF staff for the overall success of membership recruitment and retention efforts and train to eventually use the HFF membership database.
 - Primary assistant to HFF Events coordinator and event co-chairs for the annual South Fork Gala.
 - Maintain a small portfolio of 15-30 major donors developed in conjunction with the HFF Conservation Fund Director.
 - Identify potential donors and coordinate donor cultivation with HFF fundraising staff.
 - Assist with SFI specific grant submissions as requested by HFF Executive Director.
- Communications and outreach: (20%)
 - Integrate SFI Coordinator position into the HFF Communication and Outreach program such that SFI information is readily available to the HFF Communications team and SFI information

- provided to constituents meets the standard and format established by HFF.
- Lead all volunteer and educational opportunities within the SFI.
- Maintain a constant flow (average of bi-weekly but intensity will shift throughout the year) of SFI, HFF, and Upper Snake River Basin information through in person discussion, email, text, and phone calls with local outfitters and fly shops.
- Science and Technology/HFF Programs: (10%)
 - Learn and share the basics of HFF Science and Technology Program.
 - Learn and share the basics of the SFI restoration work on Rainey Creek.
 - Learn and share the basics of Farms and Fish Program.
 - Fill in occasionally for other staff to maintain the SFI portion of the water quality monitoring program and the Rainey Creek Restoration workgroup.
- General Administration: (5%)
 - Timesheet and expense report completion.
 - Organizational strategic planning.
 - Mentorship of HFF interns.

Minimum Qualifications, Experience, and Skills

- A minimum of four total years of either post-secondary education or work experience related to the general duties and responsibilities outlined in the position description.
- In addition to the minimum experience requirement, basic knowledge of:
 - Fisheries conservation
 - Fly fishing
 - Customer service or sales
 - Organizational management
 - Business management
- At least six months of experience working as a volunteer or employee of a non-profit entity:
 - Fundraising
 - Event management
 - Service projects
- Strong written and oral communications skills for diverse audiences
 - Collaborative workgroups
 - River stakeholders
 - Educational presentations at all age levels
- Traits that will lead to success in this position
 - Lifelong learner
 - Self-motivated and excited to work on an exceptional natural resource
 - Curious
 - Can work independently and as part of a team
 - Ability to work some evening and weekends (flexible schedule)

Compensation

Starting salary commensurate with experience and educational level (\$45K-\$50K per year); benefits package includes health insurance, mobile phone account, vehicle, simple IRA, vacation, and sick leave.