



Request for Qualifications March 2022

Restoring the health and resiliency of the Deschutes National Forest is our urgent mission. Our 12 year old organization has a proven collaborative model but requires strong staff support and leadership to continue to advance our work and goals. We seek a highly organized facilitator and manager with excellent communication skills to help catalyze a new phase in our critical work.

Contract Program Manager

Location: Bend, Oregon

Type: 1 year contract - 100 hours per month

Potential: To move to a long term, full time salaried position with benefits - dependent on additional funding.

Our Forest, Our Collaborative, and Our Work

The Deschutes National Forest is an extremely important wildlife habitat, an economic engine for our region, a source of clean and abundant water, and a world-class recreational playground. The Forest is the backdrop of our lives, a core piece of our identity as Central Oregonians. But community help is needed to preserve these values and to improve the health and resiliency of the forest. Restoration also reduces the risk of catastrophic wildfire to our community and provides green jobs in our local economy.

The Deschutes Collaborative Forest Project (DCFP) is guided by a 19-member Steering Committee made up of diverse interested community members. We are wildlife biologists, fire fighters, forestry contractors, environmentalists, outdoor recreationists, tribal representatives, foresters, research scientists, local government leaders and more.

We bring our diverse perspectives and expertise to a common table, review on-the-ground conditions and needs on the Forest, honor all values and experiences, and develop community-level agreements on how we want the Forest to be managed and restored. We ask the Forest Service to implement these agreements and we strive to explain to the community why our vision of active restoration is the right one for our local forests.

Between 2009 and today, the DCFP has helped to overcome past gridlock to improve forest health, fish and wildlife habitat, and resiliency to fire, insects, disease and climate change across a 250,000 acre landscape within the Deschutes National Forest stretching between Black Butte Ranch and Sunriver, wrapping around Sisters and Bend. Now we are expanding that work across the entire 1.6 million acre Deschutes National Forest.

Key Responsibilities

- Facilitating regular meetings of the DCFP Steering Committee and Sub-Committees focused on Restoration Planning, Outreach and Communications, Prescribed Fire, Monitoring, and Administration. (2-4 meetings per month)
- Supporting Steering and Sub-Committee chairs in determining desired outcomes for meetings, building agendas, facilitation, and ensuring action items are implemented



- Organizing and coordinating field trips, science workshops, monitoring activities, research activities, and community presentations necessary to advance the DCFP's work
- Ensuring consistent communication between and among the DCFP and all Steering Committee and Sub-Committee members - through email and Google Workspace docs on meeting invites, agendas, minutes, project updates, and other relevant information
- Act as the primary liaison between the DCFP and the Forest Service - ensuring the DCFP is receiving essential information for deliberations and supporting the agency in implementing restoration consistent with DCFP agreements and recommendations
- Lead a review and update of the DCFP Strategic Plan and help the DCFP reorganize to implement the resulting priorities.
- Oversight and support of Outreach, Monitoring, Administrative or other contracted staff to the DCFP to ensure Steering and Sub-Committee goals are being accomplished
- Management of the DCFP budget and grants with the support of a bookkeeper and other staff at our fiscal sponsor, the Central Oregon Forest Stewardship Foundation.
- Ideally, the Program Manager will also be able to build relationships with funders and assist with proposal development.

Desired Qualifications

- Passion for the mission of the DCFP and ability to exemplify our mission and values
- Demonstrated ability to facilitate dialog with diverse people representing a broad spectrum of interests – leading stakeholders through complex, respectful, and proactive deliberation to agreements and decisions
- Exceptional organizational and prioritization skills; detail and solution oriented.
- Excellent verbal and written communication skills at both the organizational and community levels
- Proven ability to foster consensus among diverse interests to solve problems and deliver outcomes.
- Knowledge of federal forest management, ecological restoration principles and processes, and collaborative problem solving in the public sector.
- Self-motivated and innovative
- Experience with grant writing, major donor fundraising, and financial management is a plus.

Submitting Qualifications

Interested candidates should email a resume and cover letter outlining their interest in the position, qualifications to serve as the Program Manager, and contract hourly rates by or before April 11, 2022 to: staff@cofsf.org.



For more information on the Deschutes Collaborative Forest Project please visit our [website](#). If you have further questions please email them to staff@cofsf.org for an email or phone response.

Interviews will be held in mid-April in Bend, Oregon.