



## Program Associate Position Announcement

### General Description

The Deschutes River Conservancy is looking for a highly motivated professional who will thrive in a fast-paced non-profit environment. Our organization focuses on restoring stream flow and improving water quality in Oregon's Deschutes Basin. We apply collaborative, market-based approaches to achieve our goals.

What does it mean to be a "collaborative, market-based" organization? We partner with other nonprofits, irrigation districts, landowners, and government agencies to develop and implement comprehensive, outcome-driven stream restoration strategies. Our organization excels at cooperative restoration and water management planning. We ensure that our strategies meet the needs of all local stakeholders.

Our partners protect upland areas and restore physical habitat. We restore stream flow through market-based approaches. The Deschutes River Conservancy develops large-scale water conservation projects (think four foot diameter pipes), manages a water bank, and operates a highly successful water leasing program. The institutional environment surrounding our work changes rapidly. Our innovative approaches to water management both work within and shape Oregon's water policies.

The **Program Associate** will work with our water leasing and transfers programs to shepherd instream water rights applications from development to finalization. Candidates applying to this position should be detail oriented and ready to work across program areas. Although water rights experience is a plus, we'll consider candidates with skills that transfer from other fields.

### Responsibilities

#### *Instream Transfers (50%):*

- Prepare and submit water rights transfer applications. Coordinate with the Oregon Water Resources Department (OWRD) and manage those applications throughout the transfer process;
- Conduct due diligence on potential water rights acquisitions in coordination with landowners, irrigation districts, and relevant agency staff;
- Assist Deschutes Groundwater Mitigation Bank clients in determining their mitigation needs and develop strategies for meeting those water needs;
- Respond to public inquiries on water right and streamflow issues;
- Identify and pursue funding opportunities and prepare funding proposals for instream water transfers; and
- Develop and pursue water right donation opportunities.

#### *Instream Leasing (25%):*

- Prepare and process water rights lease and temporary transfer applications. Coordinate with OWRD and manage those applications throughout the transfer process;
- Prepare and execute annual lease agreements with irrigation districts and landowners;
- Conduct due diligence on prospective leases in coordination with irrigation district and relevant agency staff; and
- Assist in temporary mitigation bank management activities including tracking mitigation credit supply and demand, preparing mitigation renewal notices, and assisting in the development of mitigation reports.

#### *General Program Support (25%):*

- Assist in the development of annual workplans and funding proposals in support of DRC programs;
- Carry out grant management and administration as delegated;
- Prepare year-end and other reports regarding DRC flow restoration activities;
- Assist in research tasks associated with water rights due diligence, project-specific

- Appraisals, cost-benefit analysis, and GIS analysis;
- Participate as team member on consulting projects for DRC clients; and
- Monitor Water Resource Department news and public notices regarding the Deschutes Basin.

### **Qualifications**

The Program Associate should possess a bachelor's degree and have demonstrated a high level of academic or professional achievement. A commitment to collaborative and incentive based conservation methods is essential. The Program Associate should have excellent analytical and quantitative skills and have a demonstrated proficiency with written English. A working knowledge of software applications, such as Microsoft Word, Excel and PowerPoint, is required. Knowledge and experience with any of the following is advantageous:

- Western water law and water rights transfer procedures (especially in Oregon)
- Water resource policy, management, and institutions in the Deschutes Basin
- Environmental and resource economics
- Survey design and implementation, database management and statistical analysis
- Proposal writing, project management and contract administration
- Geographic information systems, particularly ArcGIS

Additional qualifications for the position include the ability to work efficiently as part of a team. A valid driver's license and reliable transportation is also required.

### **Benefits**

We believe in hiring and retaining the best candidates in a competitive field. Our benefit package includes full medical/dental insurance, retirement savings options, and generous vacation time. Salaries are competitive and commensurate with experience.

### **How to Apply**

Interested candidates should email a cover letter and resume to Brett Golden ([brett@deschutesriver.org](mailto:brett@deschutesriver.org)). Please include "Program Associate" in the subject of the email. Although we will accept applications until we fill this position, we will begin reviewing candidates on November 17.

Please call (541) 382 – 4077 or email if you have any additional questions about this position

*Posted October 17, 2008*