



# REGIONAL FISHERIES COALITION

August 10, 2022

The Regional Fisheries Coalition (RFC) seeks applicants to serve as our *Strategic Coordinator* supporting and facilitating the RFC mission through outreach and coordination at the regional, state, and federal levels.

## **About the RFC**

Our mission: The Regional Fisheries Coalition supports and advocates for the Regional Fisheries Enhancement Groups in their missions of salmon recovery.

The RFC is composed of the 14 Regional Fisheries Enhancement Groups (RFEGs) in the state of Washington. In 1990, the Washington State Legislature created the RFEG program to involve local communities, citizen volunteers, and landowners in the state's salmon recovery efforts. The RFC was organized in 2003 as a 501(c)(6) nonprofit to represent the 14 RFEGs at the state and federal level. The RFC is governed by a 14-member board of directors, with each RFEG represented by one board member. RFC work is developed and coordinated by the Board and implemented by RFC staff and/or hired contractors. Legislative advocacy is led by a contracted lobbyist.

The RFC provides equal opportunity to applicants regardless of age, ancestry, color, creed, disability, economic status, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of service animal, military or veteran status.

## **Employment Terms**

Employment will be considered as either a contractor or as an employee of the RFC. Compensation will be negotiated based on the employment arrangement. We offer this flexibility in order to suit the most qualified candidates.

- One-year, 48-week renewable contract
- Compensation not to exceed \$52,000 for given scope of work and contract period
- Variable hours depending on proposed budget and approach to scope of work
- Work from home with potential statewide travel for meetings
- Occasional travel to and work in Olympia
- Contractors must have a WA State business license and certificate of liability insurance

## **Basic Qualifications**

- 5+ years professional experience with facilitation and organizational development
- Experience with nonprofit operations
- Strong familiarity with natural resource management, preferably salmon recovery work
- Experience in legislative outreach and advocacy, willingness to learn and assist with outreach and advocacy tasks
- Access to and proficiency with Word, Excel, and internet meeting technology (Zoom, Teams, GoToMeeting, etc.)

## **RFC Strategic Coordinator Scope of Work**

The scope of work is likely to include, but not be limited to, the following:

### Support of the RFC (4.0 h/mo)

- Coordinate with the RFC president on Board meeting agenda topics (.25 h)
- Review Board meeting minutes and committee meeting notes (.5 h)
- Prepare a monthly activity report that includes issues pertinent to the RFC (.5 h)
- Lead implementation of the Strategic Plan (copy included) and contribute to the review and revision of the Strategic Plan (.25 h)
- Maintain consistent communication with RFC Board members and Committee Chairs (1.0 h)
- Track new funding opportunities for RFEGs and for the RFC (1.0 h)
- Delegate administrative activities to the RFC Administrative Assistant (scope of work included) (.5 h)

### Outreach and Networking (5.0 h/mo)

- Assist with media and outreach materials as needed (1.0 h)
- Initiate and facilitate information sharing and relationship building with USFWS (1.0 h)
- Act as the secondary point of contact for RFC with organizations like RCO and GSRO and work to strengthen relationships with those entities (2.0 h).
- Advance RFC interests by tracking surplus salmon-related communications and initiatives with WDFW, as requested (0.5 h)
- Advance RFC interest through the modernization of angler licensing and the electronic angler survey (0.5 h)

### State Legislative Support (9 h/mo)

- Liaise with WDFW legislative staff as needed to ensure that RFEG funding requests are understood by the department and incorporated into agency requests (1.0 h)
- Coordinate with the RFC Legislative Advocate (Brynn Brady) to support legislative requests with policy and budget analysis (2.5 h)
- Support RFC in outreach to key legislators through fostering relationships with key legislative assistants, coordinating video/teleconferencing, and assisting with letter writing as needed to support RFC initiatives and funding requests (2.0 h)
- Track and report out on bills, other legislative work and state policies of importance to RFEGs, in coordination with the RFC Legislative Advocate (1.5 h)
- Provide direction to individual RFEGs in conducting their outreach to their legislative delegation and staff through meetings, coordinating support letters, and planning project site tours (2.0 h)

### Federal Delegation Support (12.0 h/mo)

- Facilitate development of the RFC's federal priority (0.5 h)
- Ensure the RFC federal priority is considered in the development of the WDFW federal priorities (0.5 h)
- Coordinate with RFEGs to gather information and complete the necessary application and forms to submit federal funding requests through Congressional offices (4.0 h)
- Maintain an up to date list of Congressional offices' primary points of contact for RFEG outreach purposes (0.5 h)
- Develop talking points, a fact sheet/one-pager, generic letter of support and other supporting

- materials needed to advance the RFC federal priority (2.0 h)
- Facilitate a letter of support from relevant WA stakeholders to the WA Congressional delegation for the RFC federal priority (0.25 h)
- Provide RFEGs with the necessary resources to conduct outreach to their congressional delegation either through tours, meetings or phone calls. Participate in all outreach activities. (3.0 h)
- Maintain a log of federal outreach activity for reference and coordination purposes (0.25 h)
- Assist in coordinating and supporting RFC representation for Puget Sound Day on the Hill in Washington DC, or a separately planned trip (1.0 h)

## How to Apply

Interested parties should submit an application packet containing the following:

- Cover letter summarizing your experience relevant to this position
- Resume or equivalent demonstration of experience
- Proposal (2 pages max.) of how you would accomplish the scope of work including estimated monthly work hours
- Examples of your work that is relevant to the RFP scope of work
- At least two letters of reference from entities for which you performed tasks relevant to the RFP scope of work

Submit all materials by **5PM Daylight Savings Time, September 8, 2022** via email with subject line “RFC Strategic Coordinator Application” to:

Brian Burns, RFC Vice-President, Chair of Internal Operations Committee  
[brian.burns@tristatesteelheaders.com](mailto:brian.burns@tristatesteelheaders.com)

## Selection Process

The RFC will invite the most qualified applicants based on the relevance of their experience for an interview via video or teleconference with the RFC hiring committee. The expected start date for the position is October 1, 2022.



# REGIONAL FISHERIES COALITION

## 2022-24 Strategic Plan

### **Mission Statement**

The Regional Fisheries Coalition supports and advocates for the Regional Fisheries Enhancement Groups in their missions of salmon recovery.

### **Vision Statement**

We envision a future where all RFEGs have the support and resources to engage local communities and maximize collective impact on salmon recovery.

### **Strategic Goals**

#### **Increase the efficiency of RFEGs in implementing programs/projects**

Objectives: Shorten timelines to secure permits from USACE and Department of Ecology  
Increase the time period of the grant and increase the maximum allowable grant size for RCO design grants  
Reduce or eliminate grant match requirements  
Improve the ability to recover indirect costs from RCO administered funds

#### **Retain and increase federal funding**

Objectives: Develop and maintain relationships with USFWS staff to maintain and/or increase funding to the RFEGs  
Set RFC priorities for each federal budget cycle  
Develop and implement a plan for federal delegation outreach  
Determine the need for and feasibility of retaining a federal lobbyist

#### **Secure long term, sustainable state funding**

Objectives: Set RFC priorities for each legislative session  
Engage in outreach and relationship building with legislators  
Support WDFW in the transition to an electronic angler survey  
Advocate for increased competition in WDFW's ECR contracting process

#### **Support the well-being of each RFEG**

Objectives: Organize and implement trainings for all RFEG staff  
Support sharing of information and open communication amongst RFEGs  
Seek ways to limit the insurance liability exposure of RFEGs  
Maintain a healthy working relationship with WDFW

*This document applies to state fiscal year 2022 (July 1-June 30) through 2024 with an expectation of an annual review*



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## **RFC Administrative Assistant Scope of Work**

Support of the RFC and the Strategic Coordinator (27 h/mo)

- Coordinate and attend the monthly meetings of the RFC Board, Executive Committee, External Operations Committee, and Internal Operations Committee (5.5h meetings, 2.5 h prep)
- Provide minutes for each RFC board meeting, and meeting notes for each committee meeting (4.0 h)
- Maintain a tracking system to ensure board and committee action items are captured and completed (1.0 h)
- Maintain the RFC annual activity calendar and prompt action for annual tasks (1.0 h)
- General administrative support of committees in accomplishing their goals (4.0 h)
- Maintain current roster of Board Members and Proxies, including contact information and Conflict of Interest forms (1.0 h)
- Maintain all RFC documents on RFC Google Drive (1.0 h)
- Facilitate routine review of the Board Overview, Strategic Plan, Bylaws, and Committee Charters (1.0 h)
- Manage the RFC Facebook page, with the goal of sharing individual RFEG successes and important issues that pertain to the priorities of the RFC. (3.0 h)
- Assist with media and outreach materials as needed (2.0 h)
- Assist Strategic Coordinator with scheduling, document preparation, distribution of announcements, materials or information for various internal or external communications managed by the Strategic Coordinator (1.0 h)



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## 2021 RFC Board Overview

11/15/21

## **RFC Overview and Board Calendar**

### **About the RFC**

The Regional Fisheries Coalition (RFC) is composed of the 14 RFEGs in the state of Washington. In 1990, the Washington State Legislature created the RFEG Program to involve local communities, citizen volunteers, and landowners in the state's salmon recovery efforts. The RFC was organized in 2003 as a 501(c)(6) nonprofit to represent the 14 RFEGs at the state and federal level. The RFC is governed by a 14-member board of directors, with each RFEG represented by one board member. RFC work is developed and coordinated by the Coalition's board and implemented by RFC staff and/or hired contractors. Legislative advocacy is led by a contracted lobbyist.

### **Mission**

The RFC serves and represents the RFEGs by supporting and advocating for their missions to protect, restore, and enhance the salmonid resources of Washington State.

### **Strategic Priorities:** (update this section after strategic plan is updated)

1. Maximize current salmon recovery funding sources and increase capacity funding at the state level
2. Maintain or increase US Fish and Wildlife Service (USFWS) funding for RFEG Program.
3. Promote accomplishments of RFEGs through effective messaging and communication products to increase statewide support for the RFEG program
4. Provide training and support for RFEG operations.
5. Maintain partnerships with state agencies and non-governmental organizations.
6. Increase participation in Coalition's board of directors.

### **Membership:**

Each of the 14 RFEGs appoints one representative, appointed by resolution of each individual RFEG's board. A proxy (i.e., an alternate), may be selected by the representative. RFC Board members and proxies can be anyone (e.g., Executive Director, RFEG staff, RFEG board member, volunteer) deemed suitable to effectively represent the individual RFEG's interests and participate effectively on the RFC board.

### **Meeting Frequency:**

The RFC meets monthly via conference call or web meeting. The annual meeting is typically held in, or near, Olympia WA. Individual RFEGs are encouraged to invite their board members and staff to attend and learn more about the RFC as well as to participate in legislative outreach. Monthly meeting agendas are distributed seven days in advance, along with committee notes.

<b>2022 Meeting Calendar*</b>			<b>Draft Action Items</b>
<b>Meetings are the first Thursday of each month</b>			
<b>Online board meeting</b>	January 6 <sup>th</sup> , 2022		Elect Officers, Adopt bank signer resolution
<b>Annual Meeting **</b>	February 3 <sup>rd</sup> , 2022	Olympia	
<b>Legislative Outreach Day **</b>	Around Feb 3	Olympia	
<b>Online board meeting</b>	March 3 <sup>rd</sup> , 2022	Online	Confirm Committee Membership
<b>Online board meeting</b>	April 7 <sup>th</sup> , 2022	Online	Approve updated Committee Charters
<b>Spring in-person meeting **</b>	May 5 <sup>th</sup> , 2022	TBD	
<b>Online board meeting</b>	June 2 <sup>nd</sup> , 2022	Online	Adopt Annual Budget, Approve insurance purchase
<b>Online board meeting</b>	July 7 <sup>th</sup> , 2022	Online	Adopt Strategic Plan
<b>Online board meeting</b>	August 4 <sup>th</sup> , 2022	Online	Review Strategic Coordinator's performance
<b>Summer in-person meeting **</b>	September 1 <sup>st</sup> , 2022	TBD Eastern Washington	Begin Board member and officer recruitment, Renew contracts for Advocate and Strategic Coordinator
<b>Online board meeting</b>	October 6 <sup>th</sup> , 2022	Online	Approve IRS Form 990
<b>Online board meeting</b>	November 3 <sup>rd</sup> , 2022	Online	Approve By-Laws and other policy updates as needed
<b>Online board meeting</b>	December 1 <sup>st</sup> , 2022	Online	
* Subject to confirmation by Executive Committee			
** In-person meetings may revert to online meetings based on public health recommendations at the time of the meetings			



## **RFC Board of Directors**

**RFC Board membership** is open to all RFEGs who have met the membership requirements outlined in the bylaws. Each individual RFEG board appoints a representative to the RFC through a board resolution affirming the appointment. These board resolutions are to be submitted to the RFC Board Secretary. Upon being appointed, each Coalition board member takes office immediately and serves in the position until a replacement is provided via resolution by their RFEG. RFC board vacancies should be filled as soon as possible.

**RFC Officers** are elected per the bylaws. Any vacancy occurring in an officer position shall be filled, as soon as possible, by a nomination from the Internal Operations Committee in accordance with the bylaws. Upon being elected, an officer shall assume duties immediately and serve in the position for a one-year term. The RFC Secretary is responsible for tracking officer terms.

### **Functions of the RFC Board of Directors**

- Act as trustees of the organization on behalf of its member RFEGs
- Determine the organization's overall goals and objectives
- Establish policies and other general guidelines and limits for the operations
- Maintain legal accountability for all aspects of the operations
- Evaluate the results of the organization's efforts
- Serve as an advocate for the organization in the community and to partners
- Develop agreement on priority advocacy topics or positions

### **General Responsibilities of the RFC Board of Directors**

1. Public Relations (*Led by External Operations Committee*)
  - a. Understands and interprets the mission, work, and advocacy priorities of the organization to legislators, funders, and partners.
  - b. Inspires confidence in the salmon recovery programs and services of RFEGs.
2. Policy Direction (*Led by Internal Operations Committee*)
  - a. Formulates, evaluates, and assumes responsibility for policies that determine how the organization conducts business.
  - b. Ensures that the organization meets applicable legal requirements and ethical standards.
  - c. Ensures that the organization operates within current bylaws.
  - d. Develops agreement on priority advocacy topics or positions for the RFC, including discussing and approving advocacy strategies for RFEG funding.
3. Planning (*Led by External Operations Committee*)
  - a. Establishes and reviews the mission, vision, and values of the organization.
  - b. Ensures effective long-range strategic planning, assists in implementation and monitoring of the plan's goals, and update as needed.

- c. Tracks the progress of RFC initiatives and programs and ensures adequate communication about programs and initiatives within RFC.
4. Finance (*Led by Finance Committee*)
  - a. Develops and approves an annual budget and monitors organizational finances.
  - b. Ensures that proper financial controls are in place and enforced.
  - c. Authorizes and manages annual financial review or audit, if desired by RFC.
  - d. Ensures proper completion of IRS Form 990.
5. Funding
  - a. Ensures dues get paid from each member organization.
  - b. Plans and implements fund development to meet current and future organizational needs.
6. Personnel (*Various Committees as outlined in Committee roster*)
  - a. Hires, supervises, supports, and evaluates RFC support staff/consultants.
  - b. Assists with development and approval of policies to govern personnel that reflect the RFC's mission.
7. RFC Board Management (*Led by Executive Committee*)
  - a. Recruits and orients new board members.
  - b. Holds Board officer elections as per bylaws.
  - c. Assesses Board performance, roles, and structure.

### **RFC Board Member Time Commitment**

RFC Board meetings are held online monthly. In-person/virtual meetings traditionally have been held three times per year, once in Olympia and twice at other locations. Board member responsibilities are anticipated to take 5-10 hours per month, on average.

### **Board Member Duties**

- Participates regularly in all monthly Board meetings
- Contributes to the RFC mission through active participation in at least one committee and/or other RFC initiatives.
- Communicates RFC Board business to their RFEG Boards on a regular basis.
- Relays their RFEG Boards' comments and concerns to the RFC Board as needed.

### **RFC Board Officer Job Descriptions**

In addition to complying with the board member roles and responsibilities, board officers agree to serve on the executive committee, serve on one other standing committee and take on the following responsibilities for their term:

## **Board President**

The Board President serves as the chief executive officer, presides at all Board meetings, supervises all activities of the organization, executes instruments on its behalf, and performs other duties as deemed appropriate.

The Board President:

- Serves as leader to the RFC.
- Sets board meeting agendas in cooperation and consultation with the Executive Committee and RFC Strategic Coordinator, as needed, prior to each Board meeting.
- Chairs Board and Executive Committee meetings.
- Calls and presides over special Board meetings as needed.
- Calls for the formation of ad hoc committees as needed.
- Acts as primary media spokesperson in consultation with the Board and RFC Strategic Coordinator, or delegates responsibility as deemed appropriate.
- Ensures action items for standing committees are represented on Board agendas.
- Works in partnership with RFC Board and Strategic Coordinator to ensure Board resolutions are implemented, including annual resolution for bank signatories, or delegates responsibility as deemed appropriate.
- Serves as primary signatory on behalf of Board to contracts with consultants, contractors, and vendors.
- Coordinates with External Operations Committee, and the Strategic Coordinator to delegate communication with salmon recovery partners in Tribal, State, and Federal agencies, other nonprofits, and community organizations.

## **Board Vice President**

The Vice President assumes the responsibilities of the Board President in the President's absence.

The Vice President additionally:

- Serves on the Executive Committee and Internal Operations committee.
- Carries out special assignments as requested by the Board President.
- Supports the Board President, as needed, in all Board President duties.
- Acts as secondary media spokesperson for the organization in consultation with the Board and RFC Strategic Coordinator.

## **Board Secretary**

The Secretary records, reviews, and maintains archives of Board meeting minutes. The Secretary ensures that past meeting minutes are available at the next Board meeting and undertakes such other duties as the Board President may direct. The Board President may assign specific duties of the Secretary to RFC support staff/consultant.

Additionally, the Board Secretary:

- Ensures meeting notice is given per bylaws.
- Ensures proper collection and retention of resolutions and proxy statements.

- Ensures up-to-date board and proxy lists and current list of officer terms of service are available to all board members.
- Serves on the Executive Committee & Chairs the External Operations Committee.
- Ensures board meeting minutes and committee notes are distributed in a timely manner to ensure open communication within RFC.
- Ensures that files are accurate and up to date in online filing system (Google Drive) and that board records are safe and accurate and available to all members.
- Understands and assumes responsibilities of the Board President in the absence of the Board President and Vice President.

### **Board Treasurer**

The Treasurer reviews the RFC's financial records and is responsible for ensuring the Board is provided with all pertinent financial information prior to meetings. The Board President may assign specific duties of the Treasurer to staff or contracted bookkeeper.

Additionally, the Board Treasurer:

- Serves as the chair of the Finance Committee and member of the Executive Committee.
- Attends Board meetings and presents financial reports.
- Seeks to align the finances of the RFC with its goals and objectives.
- Understands financial accounting for nonprofit organizations.
- Ensures up to date financial policies and compliance with these policies.
- Ensures the RFC's status as a registered nonprofit is maintained by filing annual payment and paperwork with the Secretary of State's office.
- Presents the annual budget and any subsequent amendments to the Board for approval.
- Ensures IRS Form 990 gets filed in a timely manner (due on the 15<sup>th</sup> day of the 5<sup>th</sup> month following the close of the organization's taxable year) and submits to funders as may be contractually required.
- Reviews and signs off on bank reconciliations.
- Provides a communication link to the bookkeeper and coordinates with bookkeeper to ensure timely and appropriate invoicing, deposits, and reimbursement requests in compliance with financial policies.
- Understands the function and management of the "15th pot," RFC dues, and other funds managed by the RFC.
- Ensures expenditures and reimbursements are in compliance with funding contracts.
- Understands the WDFW budget for RFEG support.
- Ensures RFC compliance with all requirements for maintaining 501(c)(6) status and status as charitable organization with the State.

## RFC Board Committees

### RFC Board Committees:

The RFC maintains four committees:

- Executive
- Finance
- Internal Operations
- External Operations

The committees serve to guarantee:

- Effective and efficient organizational operations
- Full organizational compliance with all legal requirements
- Constructive engagement of all member RFEGs in RFC level initiatives
- Sufficient and reliable organizational funding
- Timely and effective engagement with agencies, funders, partners, and legislators concerning RFC priorities

New tasks, whenever possible, fall to existing committees to maximize organizational efficiency. However, at its discretion, the Board may form ad-hoc committees to address initiatives that would otherwise overburden the existing committees or require specific expertise of its members.

The work of the RFC Board is shared as equally as possible between committees. Each Board member is expected to serve on at least one committee. An RFC board member may assign a designee to serve in their place on a committee with the exception of the Executive Committee. Each committee will have a Board officer serving on that committee who also serves on the Executive Committee to ensure effective communication between all committees and the Board as a whole.

Committees are empowered to take leadership to develop initiatives and bring them forward to the Executive Committee for review. The Executive Committee may send initiatives back to the initiating committee with comments for revision or choose to move the initiative forward with minor revisions to the full Board for vote.

All committees will take meeting notes that clearly indicate any action items to be reviewed by the Executive Committee for consideration by the full Board. The Executive Committee will review all notes and ensure they are shared with the full Board ahead of Board meetings. The Executive Committee, at its discretion, may notate an action item to be “tabled” until the Executive Committee has had time to review and consider the action item. All committees are responsible for establishing and following a charter. Each charter must be reviewed and approved by the Executive Committee before being submitted to the full Board for review and vote of approval.