



**REGIONAL FISHERIES
COALITION**

Job Description Managing Director

The managing director serves a statewide Coalition board of up to 14 directors and 14 non-voting alternates who represent each member Regional Fisheries Enhancement Group (RFEG). Carrying out the work of the Regional Fisheries Coalition (Coalition) entails effective facilitation of consensus decision-making, strategic thinking, and coalition building.

Legislative and Agency Liaison (40%)

- Work with Coalition board, contract lobbyist and Washington Department of Fish and Wildlife (WDFW) to establish state and federal legislative priorities and outreach strategies.
- Support members in efficiently and effectively conducting necessary legislative outreach.
- Monitor and analyze agency, state, and federal policies and budgets for impacts to RFEG program. Develop position statements as needed.
- Represent the Coalition in statewide forums, boards, commissions, and committee hearings.
- Collaborate with WDFW on maintaining current funding sources, including dedicated accounts through the surplus salmon disposition contract.

Marketing & Outreach (30%)

- Represent the Coalition to agencies, organizations, stakeholders, media and the general public to build awareness of member accomplishments and advocate for priorities. Deliver presentations and updates as needed. Report accomplishments to funders and legislators and provide recognition where appropriate.
- Maintain Coalition website and social media presence.
- Ensure production of an annual report for the Coalition. Define audience, messaging, goals and format; create content, provide efficient data collection mechanism to RFEG's and assist with editing. Work with WDFW to simultaneously collect data they need for annual reporting.

Organizational Management (30%)

- Initiation of consistent and frequent communication with REG Directors to determine meeting priorities, develop effective funding, outreach and lobbying strategies.
- Ensure meetings are designed and facilitated to meet member needs and hear member voices.
- Ensure efficient advancement of board and committee business and provide adequate administrative support to the Coalition board, committees and contractors including scheduling, notetaking and distribution and tracking and follow up on action items.
- Ensure effective meeting planning, inclusive agendas and adequate technology access for board and committee meetings.
- Facilitate and participate in phone and in-person meetings.
- Provide written monthly staff report to all members. Provide interim updates, including timely written briefs, on major issues and topics of interest to the members.
- Ensure inclusive strategic planning process and guide effective implementation of the strategic plan.
- Develop and manage the Coalition budget in collaboration with the board. Work with treasurer to track, report and answer member questions.
- Coordinate with members and contractors as needed to create efficiencies for RFEG's in sharing common resources such as templates, legal resources, policies, manuals etc.
- Ensure effective population, use and organization of Coalition fileshare site on Google.
- Ensure appropriate execution of contracts and oversee contractors as required.