The Upper San Juan Watershed Enhancement Partnership (WEP) is a community-based stakeholder group and nonprofit corporation located in Pagosa Springs, Colorado. Our focus is on implementing cooperative, sustainable projects that benefit multiple water uses within the upper San Juan River basin.

Request for Proposals
WEP seeks a qualified individual to serve as its Coordinator. The Coordinator will provide WEP project management, organizational, administrative, community outreach, and other support, as further described in this position description. This is a contract position, estimated to require between 30 and 40 hours per week. WEP has obtained funding for one year and is in the process of obtaining funding for additional years. Compensation for the position ranges from $35 to $42 per hour, depending on experience, and there is a $2,000 stipend for travel. There is no permanent office or workspace associated with this contract position and the compensation package does not include benefits or any other compensation.

WEP’s Goals and Objectives
WEP’s goals include:
- Implement cooperative projects and measures that help address identified water use needs within the WEP area in a manner that (1) increases the sustainability of water resources in the face of drought and climate change, (2) promotes ecological processes, biological diversity, and stream health, and (3) promotes the local community’s wellbeing.
- Maintain, and expand as appropriate, the current partnership/alliance of organizations/entities that is representative of the agricultural, environmental, industrial, municipal, and recreational interests within the community.
- Educate, engage, and elicit input from the community in the identification, support, development, funding, and implementation of said projects.

WEP’s objectives include:
- Implement two river restoration projects that are currently funded.
- Develop conceptual designs and preliminary engineering, apply for grants, and take other actions needed to develop a portfolio of additional shovel-ready priority projects.
- Seek stakeholder input on specific project proposals and additional project ideas.
- Provided WEP is successful in obtaining additional construction funding, begin on-the-ground implementation of a portfolio of additional priority projects.

Tasks
The selected WEP Coordinator’s duties include:
- Administrative:
• Convene WEP meetings, prepare notes, and follow up on all identified tasks.
• Assist WEP’s Board in the conduct of everyday business, including accounting/working with bookkeeper; responding to queries; working with vendors; etc.
• Assist WEP in obtaining a 501(c)(3) designation from the IRS

• Fundraising:
  • Working with the Board, assist WEP to obtain funding for implementation of projects, including applying for grants and other fundraising.
  • Manage grants, including finalizing grant agreements and complying with grant reporting requirements.
• Project Management:
  • Assist WEP’s implementation of projects, including assisting WEP retain consultants and contractors to design and build projects (prepare and publish RFPs, coordinate selection process, etc.)
  • Communicate with selected consultants and contractors to ensure projects proceed on time and within budget.
• Stakeholder/public outreach:
  • Assist WEP with public outreach efforts, including setting up and handling WEP’s website; preparing and distributing newsletters; setting up and attending stakeholder/community meetings; meeting with and/or presenting to stakeholders and public officials; prepare marketing materials; assist with media efforts; etc.
• Other coordination duties necessary to achieve WEP’s goals.

Education & Experience
Graduation from a four-year accredited college or university preferable.
Experience with project management and fundraising is a plus.

Skills and Abilities
• Sound management principles and practices
• Ability to use independent judgment in daily responsibilities
• Fundraising
• Strong time management
• Work effectively under deadlines
• Proven written and verbal communication

References
All applicants must provide three references.

Application
To apply, please submit a resume with a cover letter summarizing qualifications and pertinent experiences in similar positions. The cover letter and resume should not exceed 5 pages. Applications should be submitted electronically to:

Mely Whiting
Chair, WEP Board of Directors
mely.whiting@tu.org

Applications are due September 4, 2023

Selection Process
Applications will be reviewed by the WEP Board of Directors. If needed, interviews will be conducted the week of September 4, 2023. The selected candidate will be notified during the week of September 4, 2023, and will be expected to begin work as soon as possible.