

Position Title: TKO Stewardship Manager
Reports to: Portland, OR
Status: Salaried, full-time (non-exempt)
Duration: Limited duration January 2021 to December 31st, 2021
(possible extension, based upon funding)
Compensation: \$40,000 annual salary | \$400/month Health Reimbursement Account |
Retirement benefit, employer matching after 1 year | Unlimited Paid Time-off Policy



Role of the TKO Stewardship Manager

Trailkeepers of Oregon is seeking an individual to join our growing team to manage stewardship programming for the organization. While acting as the regional coordinator for trail projects in Portland, the new staff position will also be tasked with supporting all regional stewardship staff and Trailkeepers University - a volunteer leadership and technical skills training program.

The TKO Stewardship Manager is a new, full-time position limited to a one year term in 2021. The position has the potential to become a permanent position as additional funding opportunities may allow the successful candidate to continue beyond the term. The position reports to the TKO Portland office with a flexible workspace/schedule, allowing work from home and in the field following Oregon's civil restrictions during the COVID-19 pandemic.

Essential Functions

1. *Portland area stewardship coordination.* The TKO Stewardship Manager acts as the "regional coordinator" to directly lead and support land managers and volunteers in project priorities in and around Portland. At local, regional and state parks across the Portland area, the TKO Stewardship Manager will oversee project planning with land managers and volunteer management of current and future volunteer leaders.
2. *Regional stewardship staff and volunteer management.* Establish support and oversight for growing regional stewardship staff along the Oregon Coast, Columbia Gorge and Mt. Hood. Increase collaboration between local, state and federal agencies by overseeing volunteer service agreements and activities that will be implemented by regional staff.
3. *Trailkeepers University program development and management.* Ensure that our training program for volunteers and professionals continues to grow to support trail stewardship activities in each region we serve. While TK-U includes training for technical trail building skills and ambassadors, training volunteer leaders to be informed and compassionate, to make our activities safe and welcoming for all communities of Oregon will be a primary objective for the position.

General Responsibilities

Program Development and Management - 60%:

- Explore and identify opportunities that advance stewardship programming and volunteer engagement.
- Manage key projects or initiatives in the Portland area and be part of reach projects in other parts of the state.
- Oversee up to 3 regional staff and support TKO interns assigned to different regions.

Partnership Development - 20%:

- Build trust and collaboration to form committed trail stewardship agreements with different land managers of public access trail systems.
- Explore opportunities that integrate strategies within other trails collaborative models for trail systems that span local, state and federal lands.
- Explore opportunities to partner with other public, nonprofit, and private partners to expand funding mechanisms for a sustained organizational capacity.

Finance Management and Organizational Development - 10%:

- Prioritize programmatic objectives based on financial resources to meet fundraising and revenue goals.

- Develop, manage, and implement project budgets for the Portland area.
- Support regional coordinators to ensure programs are cost-effective and adhere to approved budgets.
- Work with the Executive Director and TKO team to ensure coordination and the creation of relevant metrics support project and revenue goals.

Broader TKO activities - 10%:

- Provide support to the Executive Director as needed, to ensure the development and success of TKO.
- Promote cross-pollination of ideas, knowledge-building, and resource sharing. Develop and implement strategies that will maximize the synergies among program areas.
- Serve on initiatives involving the wider trails and outdoor recreation coalitions of Oregon.
- Work with communications staff to plan and execute outreach and fundraising campaigns.

Desired Qualifications:

- Demonstrated ability to work with people of diverse races, ages, genders, sexual orientations, abilities, and economic backgrounds.
- A passion for TKO's mission, vision and values to protect and enhance Oregon's special outdoor places.
- Experience overseeing a local or regional volunteer program in stewardship activities.
- Experience engaging multiple stakeholders at all organizational levels in program objectives.
- Strong interpersonal skills to lead a fun, safe and quality experience for staff and volunteers.
- Ability to work independently to plan, prioritize and organize workload, and develop and maintain a successful program.
- Experience leading outreach, promotion, advocacy, or similar skills.
- Reliable vehicle with valid driver's license, use of a personal vehicle, computer and cell phone (TKO provides reimbursement).

Steps to apply, include the following in the Google Form link below:

- Resume - please include professional, educational and volunteer experience
- List of at least 3 references
- 1-Page Letter of Interest, please include the following:
 - TKO is dedicated to improving our diversity, equity and inclusion and needs staff, volunteers and supporters that recognize the importance of safe access to the outdoors. 1.) Please share your experiences in welcoming people to the outdoors and 2.) Share steps you think TKO should take to be better and connect with more people.
 - Being in charge of a growing program demands a person who can harness a good balance of urgent and important priorities, accepting opportunities and giving space for strategic efforts to grow. 1.) What experiences do you have in managing time and people to be effective in changing work priorities? and 2.) How you motivate others to accept those changes?
 - TKO's supporters and volunteers are our greatest asset. What do you appreciate about the role TKO plays in protecting and enhancing the Oregon hiking experience and why do you think those people are at the center of that investment?
- Submit these items to the Google Form [HERE](#)

Timeline:

- December 15th - Job posted and review resumes on a rolling basis, invite candidates to interview
- Early January - First round of interviews, reference checks
- Position begins when the best candidate is found, ideally no later than February 1st

This is an at-will position, the purpose of this position description is to provide information reflecting current practices. This position description does not constitute nor create any contractual agreement, rights or obligations. This position description may be amended to reflect changing timelines and adjusted funding.