

**Program Manager
Klamath River Renewal Corporation
Full Time
Berkeley, CA**

About the Corporation

The Klamath River Renewal Corporation, or KRRC, is a private, independent nonprofit 501(c)(3) organization formed by signatories of the amended Klamath Hydroelectric Settlement Agreement, or KHSA. KRRC is part of a cooperative effort to re-establish the natural vitality of the Klamath River so that it can support all communities in the basin. Signatories of the amended KHSA, including the States of California and Oregon, local governments, Tribal nations, dam owner PacifiCorp, irrigators, and several conservation and fishing groups, appointed KRRC to take ownership and oversee removal of four hydroelectric dams on the river. KRRC's work is funded by PacifiCorp customer surcharges and California Proposition 1 water bond funds.

KRRC's job is to take ownership of four PacifiCorp dams in Oregon and California — JC Boyle, Copco, No. 1 & 2, and Iron Gate — and then remove these dams, restore formerly inundated lands, and implement required mitigation measures in compliance with all applicable federal, state, and local regulations. PacifiCorp will continue to operate the dams in the interim. Removal of the four hydroelectric dams is the first crucial step to restore the health of the Klamath River and the communities that depend upon it. KRRC's sole focus is to accomplish this first step.

Overseen by a 15-member Board of Directors and its five-person Executive Committee, KRRC has initiated the processes that will lead to the decommissioning and removal of the dams. Major construction activities are anticipated to start as early as 2021. For more information, please visit: www.klamathrenewal.org.

Program Manager

KRRC seeks a highly professional, self-directed, and experienced manager to become director of the KRRC headquarters office. Partnering with the existing project management staff, the Program Manager will support the organization in all matters, driving the success of institutional initiatives, setting the tone and direction of the office, overseeing special programs and events, and acting as liaison between the office and the Board of Directors, KHSA Signatories staff, and stakeholders.

Working closely with the Manager of the Board and Special Projects, the Program Manager will play a crucial role in facilitating strong project alignment and will be responsible for coordinating and advancing all aspects of the project as they related to the office of the CEO, Board of Directors, Signatories, and Board of Consultants.

The Program Manager must promote a professional and efficient office atmosphere that is also a welcoming and inclusive environment. The ideal candidate will have excellent interpersonal and writing skills, an independent, entrepreneurial work ethic, and be highly organized. In addition, they will be diplomatic, analytical, of the highest integrity, and will possess sound judgment. The position

may supervise up to two staff members. The position will report to the COO/CFO.

Primary Responsibilities

The Program Manager may perform the following suite of duties and other duties as assigned:

Board and Signatories Management, 50%

- Serve as a liaison to the Board, ensuring a high service level to members; knowledgeable about the preferences of individual members regarding communications and interactions with KRRC; ensure that the Corporation facilitates a positive and effective experience for Board members
- Facilitate communication among the Board, CEO, KHS Signatories, and external stakeholders
- Work closely with management on Board initiatives to ensure the timely planning, preparation, and completion of deliverables according to deadlines
- Work with staff to: 1) organize and maintain records for Board meetings (including orientations); 2) implement Board initiatives and policies; 3) facilitate Board involvement with meetings, site visits, fundraising events, and other special programs; 4) draft meeting agendas and materials and prepare follow up communication and documents; and 5) maintain service records, biographies, annual conflict of interest disclosures, and meeting calendar; and 6) maintain and track a list of old business, current actions, and potential new business to be taken up at future meetings
- Guide Board and committee chairs in procedures and background on Board operations
- Attend all Board and committee meetings; responsible for smooth and efficient administrative operations of Board meetings and activities, including overseeing the coordination of logistics (such as location, A/V, catering, travel, etc.)

Program Management, 30%

- Relieve the CEO and COO of administrative detail and coordinate communication
- Manage the office of the CEO to ensure efficiency of operations
- Compose well-written correspondence independently on a wide variety of matters with accurate content for the CEO and Signatories, as needed
- Track all CEO/management correspondence and ensures its timeliness
- Oversee annual expense budget for the headquarters office
- Ensure the work of the organization is coordinated and aligned
- Plan and direct special projects and events, as assigned
- Develop, maintain, and manage various office/record systems
- Supervise up to two administrative staff members and oversee work schedules
- Represent KRRC in meetings with a variety of constituencies

Operational Effectiveness, 20%

- Facilitate regular management/leadership team meetings, agendas, and communication structures
- Work with and meet regularly with lateral staff members and consultant team members to draft agendas, track assignments, and follow up, as appropriate
- In collaboration with staff, ensures the CEO is properly equipped to meet with key stakeholders

- Ensure the timely planning, preparation, and completion of deliverables according to deadlines; acts as sounding board to management to determine proper information flow
- Ensure cohesion among KRRC’s staff, Board, and consultants, including maintaining a high level of communication and collaboration across the project; Coordinate and ensure alignment for integrated staff and consultant project teams
- Ensure key stakeholders are kept up to date on important issues, reducing risk of unnecessary project delays as a result of poor coordination

Special Projects (As Assigned)

- Act as primary liaison to the Board of Consultants and work closely with staff to respond to Board of Consultants’ requests; attend Board of Consultant meetings as requested; record, maintain, and organize minutes and materials; prepare agendas, materials, deliverables, and follow up-communications and documents as needed
- Support management of regulatory and permitting processes, including overseeing the drafting and development of regulatory documents or comments
- Maintain and understand full project schedule, including critical path items and dependencies
- Other duties as assigned

Desired Experience and Qualifications

- Bachelor's degree required with an advanced degree preferred
- Extensive senior-level management experience, preferably in the non-profit arena
- Demonstrated ability to lead projects, work well with people, and foster and facilitate collaboration
- Strong analytical, budget, and problem-solving skills
- Detail-oriented and extremely organized, able to manage multiple assignments with proven ability to establish priorities and achieve results
- Excellent written and communication skills
- Outstanding interpersonal skills and demonstrated ability to effectively communicate and work across broad stakeholder groups.
- Supervisory experience preferred
- Proficiency with computer technology and software systems including Microsoft Office suite

Compensation and Location

KRRC offers a competitive salary that is commensurate with experience and benefits package. The position will be based in Berkeley, CA. Periodic day and over-night travel in California and to Oregon may be required.

To Apply

To be considered for this position, interested candidates must submit a resume, cover letter, and salary requirements to info@klamathrenewal.org.

KRRC is an Equal Opportunity Employer.