



Request for Proposal: One Truckee River Coordinator

Date: February 6, 2018

About One Truckee River

One Truckee River is a growing partnership of engaged stakeholders committed to ensuring a healthy, thriving, and sustainable river that is connected to the hearts and minds of its community as detailed in the One Truckee River Management Plan (2016). Founded by Nevada Land Trust (NLT) and Keep Truckee Meadows Beautiful (KTMB) in 2015, One Truckee River (OTR) is led by a core team of 30+ stakeholders representing agency, organization, tribal, and citizen perspectives, including Nevada Division of Environmental Protection, Truckee Meadows Water Authority, Washoe County, Reno Sparks Indian Colony, The Nature Conservancy, Truckee River Flood Project, City of Reno, City of Sparks, Trout Unlimited, Renown, and others. Over 130 stakeholders are currently participating in OTR at all levels.

This OTR Partnership believes that the entire watershed is connected and therefore all sectors have a place in OTR, from ecosystem health to arts and culture, and from recreation to social services. In all, nine key interrelated issue areas continue to shape the process. The One Truckee River Management Plan for Phase I was unanimously adopted in September 2016 by Reno City Council, Sparks City Council, and the Washoe County Commission. Implementation of Phase I action items as well as preparation for Phase II planning is underway. More information on One Truckee River, including a copy of the OTR Management Plan for Phase I can be found at www.onetruckeeriver.org.

About the Position

One Truckee River seeks a qualified individual contractor to provide professional services as OTR Coordinator. Initial grant funding is being provided by the Truckee River Fund at the Community Foundation of Western Nevada, the Nevada Division of Environmental Protection 319 Program, and an anonymous individual donor.

The Coordinator's primary role will be to manage the work of the OTR Partnership. Duties may include the following:

- coordinate with OTR Partners on implementation, tracking, and progress reporting on the goals and action items related to the OTR Phase I Management Plan;
- facilitate creation, maintenance, reporting, and oversight of the Partnership's annual work plan;
- work closely on behalf of OTR with Resource Concepts, Inc. and Nevada Division of Environmental Protection to augment current efforts and help facilitate continued development of a seamless, cohesive Source Water and Watershed Protection Program Plan for the Truckee River watershed;

- communicate with Partner agencies and funders, such as providing updates to elected officials on activities and issues related to OTR;
- serve as first point of contact for OTR Partnership and media inquiries;
- coordinate meetings and events of the Partnership, including agenda development, notifications, note taking, and follow-up;
- identify and develop potential funding opportunities, as well as conduct grant research, writing, and submission;
- coordinate with OTR fiscal agent to manage existing grant funds, including budgeting, quarterly reporting, compliance with funding source requirements, and final reporting; and,
- forge cooperative relationships and agreements between existing OTR Partners as well as with future OTR Partners.

The selected consultant retained by One Truckee River will contract with Nevada Land Trust, in NLT's capacity as fiscal agent of OTR, and will report to the executive directors of KTMB and NLT. The initial contract term is will be for 12 months, beginning in early March 2018. The option to renew twice for an additional 6 months, or up to 12 additional months will be based on available funding and satisfactory work product.

Minimum Qualifications

KNOWLEDGE, SKILLS & ABILITIES

The ideal contractor/individual retained as One Truckee River Coordinator will possess the following:

- Working knowledge of the Truckee River's regulatory, governmental, and political environment.
- Strong collaborative skills and ability to develop positive working relationships between myriad stakeholders
- Excellent written and oral communication skills and strong presentation experience to elected officials, agencies, and the public.
- Strong organization and time management skills – able to manage several projects and activities at the same time while providing timely follow-up to project partners and stakeholders.
- Understanding of natural resources issues generally and water resources issues and watershed management, specifically, as well the ability to quickly grasp and assimilate new information.
- Diplomatic and political astuteness. Able to understand multiple viewpoints, create space for varied opinions, anticipate potential issues, and to manage conflict/handle controversy in a calm and respectful manner.
- Ability to write reports, correspondence, procedures, and other required documentation.
- Proficiency with Microsoft Office (Word, Excel, Power Point, etc.) and social media.
- Project Management experience, including fiscal tracking, management, and reporting.
- Grant writing, tracking, and reporting experience.

- Ability to function as key part of OTR Team and to work closely with technical contract provider, while working independently with limited oversight and guidance.

EDUCATION AND/OR EXPERIENCE:

Graduation from an accredited college or university with a minimum of a Bachelor's degree in public policy, communications, environmental sciences, water resources, planning, or related management field and five years' experience in project management, public engagement, and/or community collaboration and partnerships. Master's degree preferred with three years' experience in project management, public engagement, and/or community collaboration/partnerships. Experience with and knowledge of such environmental planning topics as water resources, storm water, erosion & sedimentation, water quality and healthy watershed indicators is helpful but not required. Comparable training and experience may be substituted for the minimum qualifications.

TRAVEL:

Some travel and availability for evening and weekend public meetings and/or presentations may be required.

LICENSES, INSURANCE, COMPLIANCE:

The selected consultant, fulfilling the role of OTR Coordinator, is intended to be an independent contractor, and not an agent or employee of NLT or KTMB. Consultant must possess all licenses, permits, qualifications, and insurance that are legally required of Consultant to practice their profession, and comply with all applicable federal, state, and local laws, codes, ordinances, and regulations. Selected consultant must add NLT as additional insured to liability insurance policy.

Deadline

To be considered for the One Truckee River Coordinator contract position, please submit a proposal with a cover letter indicating interest, qualifications/experience, references, and fee schedule, no later than 4pm Tuesday, February 20, 2018. Electronic delivery via email is preferred (with **OTR Coordinator RFP2** in the subject line) to a.reban@nevadalandtrust.org, or by courier or delivery service to One Truckee River/OTR Coordinator RFP2, c/o NLT & KTMB, 2601 Plumas Street, Reno, NV 89509. For USPS delivery, please ensure delivery can be made prior to the deadline: OTR Coordinator RFP2/ Nevada Land Trust/PO Box 20288, Reno, NV 89515. For information about the posting, please email or call Alicia Reban, Executive Director of Nevada Land Trust: a.reban@nevadalandtrust.org Phone 775-851-5180.