

Position Title: TKO Portland Stewardship Manager  
Reports to: Executive Director  
Location: Portland, OR  
Status: Salaried, full-time (exempt)  
Total Rewards Compensation: \$50,000-\$63,350 starting salary range | \$487.50/month Health Reimbursement Account | Fixed and Variable Reimbursements for Personal Vehicle & Home Office Use | Retirement benefit, employer matching after 1 year | Unlimited Paid Time-off Policy



### ***Role of the TKO Stewardship Manager***

Trailkeepers of Oregon is seeking a seasoned leader to join our growing management team in 2023. The TKO Stewardship Manager will supervise northwest Oregon stewardship program staff, manage program budgets and agreements, and oversee local, state and federal land stewardship in the region. The ideal candidate is someone who finds success in seeing that TKO's talented staff team and volunteer leaders are supported and fulfilled in the ever growing stewardship of Oregon's trails and special places.

TKO offers competitive compensation commensurate with candidate skills, experience, and location. Total rewards at TKO, beyond salary, include generous paid time off, employer contributions to a Health Reimbursement Account, matching funds for retirement after a year, and more. TKO has recently (November 2022) implemented a new compensation program and the indicated salary range describes the starting range for 2023. New staff start at a point within this range that ensures internal salary equity and is reviewed periodically for advancement.

Studies show that women and people of color are less likely to apply for jobs unless they believe they meet every qualification listed in a job description. TKO values lived experience and we are dedicated to embracing diversity, committed to building a team that represents our communities' backgrounds. If this role sounds exciting, we want to hear from you!

### ***Essential Functions***

1. *Manage local and regional stewardship staff.* Establish support and oversight for talented regional stewardship staff along the Portland, Oregon Coast, Columbia Gorge, Mt. Hood and additional growth areas in the Willamette Valley.
2. *Stewardship program and volunteer management.* Ensures stewardship activities implemented by regional staff meet TKO's quality standards. Support regional staff in creating project plans that meet stewardship agreement objectives and connect volunteer crew leaders with stewardship projects.
3. *Contracts and agreements management and oversight.* Track and ensure deliverables, assign staff and volunteer capacity based on project funding and prioritize new business. Increase collaboration between multiple stakeholders, including local, state, and federal agencies, by overseeing volunteer service agreements.

### ***Desired Qualifications<sup>†</sup>:***

- Passion for TKO's mission, vision, and values to protect and enhance Oregon's outdoor places.
- Cultural competency and experience working with people of diverse races, ages, genders, sexual orientations, abilities, and economic backgrounds.
- Supervisory experience to set staff and volunteer leader expectations, accept and integrate feedback graciously, and give effective feedback to team members.
- Experience managing a local or regional volunteer stewardship program.
- Experience engaging multiple stakeholders at a variety of organizational levels.
- Demonstrated ability to lead a fun, safe and quality experience for staff and volunteers.
- Ability to work independently to plan, prioritize, and organize a dynamic workload while developing and maintaining successful programs.
- Reliable vehicle with valid driver's license, use of a personal vehicle, and cell phone (TKO provides reimbursement).

## **General Responsibilities**

### **Staff and Volunteer Management - 50%:**

- Oversee 4-6 regional year-round staff and 3-6 TKO interns and seasonal staff assigned to different regions.
- Support regional stewardship staff through weekly check-ins, collaborating on project objectives, managing staff capacity and adjusting deliverables as needed.
- Host 2-4 volunteer engagement events per month, including TKO Crew Brews and volunteer trainings.
- Manage existing projects/initiatives in northwest Oregon program regions and assist in connecting volunteer leaders to ensure deliverables are met.
- Explore and identify opportunities that advance stewardship programming and volunteer engagement.
- Work with TKO staff to engage in reach projects in other parts of the state when possible.
- Respond to incident reports and implement corrective action plans for stewardship staff and volunteers.

### **Partnership Development - 20%:**

- Increase collaboration between TKO's multiple stakeholders through collaborative project initiatives, regular updates and timely reporting on deliverables.
- Collaborate with land managers to create and execute stewardship agreements and financial plans.
- Explore opportunities to partner with public, nonprofit, and private partners to expand funding mechanisms for sustained organizational capacity and further TKO's mission.

### **Finance Management and Organizational Development - 20%:**

- Prioritize programmatic objectives based on financial resources to meet fundraising and revenue goals.
- Develop and manage a variety of project budgets and contracts \$5,000-\$150,000 for regional and statewide programs.
- Support stewardship coordinators to ensure programs are adhering to approved budgets and ensuring expected outcomes are delivered by staff and volunteer resources.
- Work with the Executive Director and TKO management team to improve project and revenue projections.

### **Special Projects & Broader TKO activities - 10%:**

- Onboard ArcGIS and other databases to organize and prioritize service projects and volunteer metrics across local, state and federal lands.
- Advise on Trailkeepers University curriculum development and provide expertise as an instructor in trail construction and leadership training experiences.
- Collaborate with communications staff to plan and execute outreach and fundraising campaigns.
- Provide support to the TKO management team as needed, developing policy and improving programs.
- Support initiatives involving the wider trails and outdoor recreation coalitions of Oregon and beyond.

*† Formal education is not required for this role. However, a strongly aligned skillset and lived experience is critical. Please take care to write a letter of interest that concisely explains why you're right for this role.*

### **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 professional &/or volunteer references
- No more than a 2 page Letter of Interest, please include the following:
  - TKO is dedicated to diversity, equity, and inclusion in our programming and needs staff, volunteers, and supporters that recognize the importance of safe access to the outdoors.
    - Based on your past experience, share a specific example of how you have managed programming to ensure staff and volunteers feel welcome and safe
  - Being in charge of a growing program demands a person who can balance urgent and important priorities, restricted funding across regions, and staff capacity for opportunities to grow.
    - Describe how you would manage a diverse team of talented individuals to honor their time and effort while keeping them focused on achieving organizational goals.
    - Share your experiences in managing budgets and competing project priorities?

- This position requires someone who is a skilled collaborator and understands how to support others in being successful.
  - Please share an example of a collaborative program or project that you have been a part of and what made it successful (or not!).
- Submit these items to the Google Form [HERE](#)

**Timeline:**

- December 20th - Apply early, job posted and review resumes on a rolling basis
- Late January - First round of interviews, reference checks
- Position begins when the best candidate is found, ideally no later than March 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.*