



25 W. Main, Suite 434  
Spokane, WA 99201  
t 509.838.1057  
f 509.209.2421  
[ucut.org](http://ucut.org)

## JOB ANNOUNCEMENT

**Job title:** Salmon Reintroduction Grant and Project Manager  
**Reports to:** UCUT Policy Analyst  
**Location:** Spokane, Washington; hybrid work option  
**Position type:** Full-time  
**Salary range:** \$80,000-100,000/year with competitive benefits  
**Closing date:** The position will remain open until filled. Interested candidates are encouraged to submit materials by November 30, 2023.

### Job summary:

The Upper Columbia United Tribes (UCUT) are in the process of reintroducing salmon to areas located upstream of Chief Joseph, Grand Coulee, and the Spokane River dams. The Coeur d'Alene Tribe (CDAT), Confederated Tribes of the Colville Reservation (CTCR), Spokane Tribe of Indians (STI), and their consortium UCUT, are the leaders in returning anadromous fish to historically occupied habitats above these barriers. Collectively, they and their partners are implementing a 21-year plan to design, install, and test fish passage facilities and salmon reintroduction strategies. The UCUT organization and its member tribes have been working together to garner policy support for the reintroduction effort, secure funding needed for salmon reintroduction activities, conduct research, and perform cultural and educational releases of salmon to the tribes' waters.

The Salmon Reintroduction Grant and Project Manager will be responsible for administrative and accounting support to both the consortium and the member tribes. This will be accomplished through four main tasks: 1) administratively manage salmon reintroduction projects that involve the UCUT organization and the member tribes; 2) pursue funding opportunities; 3) manage salmon reintroduction budgets for the UCUT organization; and 4) coordinate salmon reintroduction communications amongst the UCUT organization, the member tribes, and regional partners.

### Essential functions:

- 1) Provide comprehensive project management to UCUT organization and its member tribes to successfully plan for and execute activities to support salmon reintroduction in the blocked upper Columbia.
- 2) Manage multiple projects at once, tracking progress, meeting milestones, adapting approaches in real time, and providing administrative reports.
- 3) Identify opportunities to seek outside funding sources to enhance the capability and capacity of the UCUT organization and its member tribes related to salmon reintroduction.
- 4) Keep accounting and budgeting records of activities for salmon reintroduction, reporting on individual projects and the overall effort.
- 5) Assist with the development and submission of project proposals to several types of funding opportunities (e.g., competitive grants, congressional requests, etc.).

- 6) Draft contracts with potential funding organizations as well as subcontractors.
- 7) Manage sub-contracts.
- 8) Follow internal procurement policies to make necessary purchases.
- 9) Coordinate and facilitate internal and partner meetings related to salmon reintroduction.
- 10) Establish and maintain relationships with the member tribes, regional partners, and subcontractors.
- 11) Contribute to the review of technical reports.
- 12) Occasionally assist in salmon-related fieldwork with the member tribes.
- 13) Attend conferences and training as required to maintain proficiency.
- 14) Perform other related duties as assigned.

**Competencies:**

- Proficient in project management tools and processes.
- Demonstrated ability and experience in grant writing.
- Demonstrated ability and experience in budget management.
- Strong organizational, interpersonal, and communication skills with the ability to facilitate small group meetings and work sessions and collaborate with the member tribes and regional partners.
- Demonstrated ability to set priorities and manage numerous deadlines and deliverables.
- Team worker and leader.
- Willing and able to travel occasionally throughout the Pacific Northwest and British Columbia.

**Minimum Qualifications:**

- Bachelor's Degree from an accredited university.
- Minimum five years of project management. Project management certification preferred.
- Minimum three years of grant management. Experience in application and management of competitive federal grants preferred.
- Biological or natural resources training preferred.
- Familiarity with anadromous fish, fish passage, and/or the Federal Columbia River Power System preferred.

**Preferred Qualifications (in addition to above):**

- Graduate Degree from an accredited university or relevant professional certification.
- Environmental resource ethic and value.
- Knowledge of biological environments in the Columbia Basin preferred.

**How to apply:**

Submit cover letter, resume of relevant experience, and contact information for three professional references to Lori Rothrock, UCUT Office Manager: [lori@ucut-nsn.org](mailto:lori@ucut-nsn.org).

If you have questions about the position, please contact Laura Robinson, UCUT Policy Analyst: [laura@ucut-nsn.org](mailto:laura@ucut-nsn.org).

**Conditions of employment:**

UCUT is an Equal Opportunity Employer. UCUT reserves the right to grant preference in employment to qualified Indians.

UCUT provides a competitive salary and benefits package. Compensation level will be negotiated based upon knowledge, skills, abilities, and qualifications.

Once offered the position, the selected applicant must submit a valid (U.S.) state-issued driver's license and is subject to a pre-employment drug test. After hire, the selected candidate will be evaluated at the end of a 90-day orientation period for regular employment status. During the 90-day period, employees will receive paid holidays and life insurance. Probationary employees will accrue Personal Time Off but will not be granted use of PTO until they achieve regular employment status.