



## **Job Announcement – Executive Director**

**Posted:** December 18, 2020

**Application first review date:** January 15, 2021, position open until filled

**Location:** Springfield, OR (work is remote during COVID)

**Status:** Salaried, exempt position (1.0 FTE, 40 hours/week)

**Pay range:** \$60,000-70,000/year DOE

**Benefits:** Health insurance (medical, vision, and dental), paid time off, parenting leave, & retirement plan

**Desired start date:** March 1, 2021 (with flexibility)

### **Our Commitment to Diversity, Equity, and Inclusion**

*We believe that diversity, equity and inclusion (DEI) is essential to the success of the Middle Fork Willamette Watershed Council. We recognize that we are working within an inherited system built and founded on colonization and systemic racism. This system does not benefit everyone equally, so we are committed to doing the work of DEI every day. We strive to build relationships and understanding by connecting to communities, which include Indigenous peoples, People of Color, and different socio-economic groups. We believe that these relationships will build co-created values, beliefs, ideas, & leadership that will help the watershed & communities become more resilient and able to adapt to changing environments.*

### **Position Summary**

The Middle Fork Willamette Watershed Council (Council) offers ecological, social, and educational benefits to our community through adaptive programs that are tailored to meet the unique needs of the Middle Fork geography. The Executive Director (ED) is a humble, empathetic leader and creative visionary who works with the Council Board, staff, partners, and the community to develop and implement the strategic direction for a healthy Middle Fork Willamette Watershed. Currently, the ED leads staff members and oversees an annual budget of approximately \$500K-\$1M, while providing sound management of the organization's internal operations (financial functions, staff oversight, and team-building) and external relationships with partners, community members, and regional networks. There is an opportunity to reimagine how we do this work, specifically with regard to the business case and leadership structure. The ED reports to the Council Board through the Board President and Executive Committee.

### **Primary Duties and Responsibilities**

- Identifies, develops, and maintains authentic relationships with community, partners, and funders
- Identifies and fills evolving capacity needs to meet the organization's mission
- Oversees the development of operational plans that reflect the goals, objectives, and strategic direction of the Council
- Co-leads and actively participates in regional partnerships including the [Upper Willamette Stewardship Network](#) and the [Rivers to Ridges Partnership](#)

- Serves as an ex officio board member of the [Southern Willamette Forest Collaborative](#)
- With support from the Council Board and staff, oversees and participates in fundraising, pursuing sponsorships, cultivating donor relations, fee-for-service opportunities, and grant writing
- Develops business case and strategy for the watershed council
- Manages complex budgets and ensures grant and contract requirements are met
- Works with staff and Council Board on strategic and programmatic plans, evaluates progress
- Manages day-to-day operations and fosters a positive work environment
- Supervises and evaluates a professional and dedicated staff of four, ensuring appropriate allocation of staff time and coordination across programs
- Leads and supports the Council's commitment to diversity, equity, and inclusion goals
- Builds partnerships with diverse communities, particularly those who are traditionally underserved
- Supports the Council Board, providing materials for meetings, helping set agendas, and assisting with member recruitment.

## **Qualifications**

The ideal candidate will genuinely care about people, be widely trusted, seen as a direct and truthful Individual. Must be approachable and able to create a climate in which people want to do their best.

- Previous professional training or professional experience in diversity, equity, and inclusion (DEI) and demonstrated advancement of DEI principles in the workplace
- Non-profit administration experience
- At least 3-5 years working for non-profits with a conservation mission
- Understanding of the social, ecological, and economic conditions of the Middle Fork Willamette Watershed
- Impeccable written and verbal communication skills
- Interpersonal skills, including a personal commitment and demonstrated ability to work with people from diverse backgrounds and with diverse perspectives in an equitable and inclusive fashion
- Meeting facilitation and conflict resolution skills
- Proficiency with programs such as MS Suite, Zoom, Slack, and Dropbox
- Demonstrated success with non-profit fundraising, direct solicitation, and foundation, Federal, State, and corporate grant writing
- Ability to develop and track organizational budgets and work plans
- Experience writing and overseeing RFPs and large construction contracts
- Passion to lead a nonprofit organization in watershed restoration, community engagement and education
- Willingness to have a flexible work schedule
- Position requires sitting, typing, standing, walking, & carrying up to 40 pounds. Comfortable with being in the field
- Valid Oregon driver's license and reliable personal transportation (work-related travel reimbursed)

## **Key Attributes of a Successful Candidate**

- Exhibits a personal and professional commitment to DEI, including exploration of power and privilege, and a willingness to self-reflect and experience discomfort in difficult and transformative conversations
- Values building and maintaining authentic relationships with community members and partners
- Strategic 'big picture' thinker with an ability to plan and execute both short and long term timelines
- Impeccable integrity
- Enthusiasm for learning local natural and cultural history, values science and Indigenous knowledge
- A willingness and desire to learn new skills; strives for continuous improvement
- Wilderness First Aid certification or similar outdoor safety awareness

*We believe that white supremacy culture disproportionately impacts the most marginalized people in society — including Black people, Indigenous people, People of Color, people from working class backgrounds, women and LGBTQ+ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.*

## **To Apply**

- Please submit a cover letter (no more than 3 pages), resume, and three references via email to [jobs@middleforkwillamette.org](mailto:jobs@middleforkwillamette.org). In your cover letter, please describe lived and professional experience in watershed conservation, nonprofit management, as well as your experience advancing diversity, equity, and inclusion.
- All emails - both application submittals and questions regarding the position - should have: "Executive Director - applicant last name" in the subject line.
- Incomplete applications will not be accepted.