



## Job Announcement – Executive Director

**Posted:** July 7<sup>th</sup>, 2023

**Applications due:** August 30<sup>th</sup>, 2023

**Location:** Mapleton, Oregon

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

**Pay range:** \$68,000-\$73,000/year DOE

**Benefits:** Health insurance (medical and dental), paid time off, 401K with 3% match

### Position Summary

The Siuslaw Watershed Council is a non-profit organization dedicated to the restoration, protection and stewardship of the Siuslaw Watershed. For more than 20 years, since 1995, the Council has worked with a diverse group of landowners, stakeholders, [partners](#), industries and agencies to improve and protect our watershed. The Executive Director (ED) leads and manages a staff of 8-10, who develop and manage a range of restoration, monitoring, education and community programs and keeps programs current in the context of changing environmental conditions and knowledge and to meet community and partner organization needs within the context of the SWC's strategic plan. The ED develops and manages large budgets with public and private funding sources, sustains capacity, evaluates effectiveness, implements continuous improvement, and manages the organization to adapt and improve, maintaining fidelity to mission and fiscal discipline. The ED sees the big picture, thinks strategically, and identifies and tracks details. The ED must build consensus while honoring, including, and respecting opposing viewpoints, and be able to effectively navigate issues that may be divisive at times. The ED reports to the Council Board through the Board President and Executive Committee. For more detail on the Siuslaw Watershed Council and the Executive Director duties, visit our recruitment statement on the SWC Website.

***The Siuslaw Watershed Council is an equal opportunity/affirmative action employer** – we recognize the historic and present-day disenfranchisement of people in communities of color, indigenous people, people from working class backgrounds, women, LGBTQ+ people, and other marginalized communities. We are committed to increasing representation from marginalized communities in our work and encourage all candidates, particularly those with diverse backgrounds in culture and professional experience to apply.*

### Candidate Qualifications

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#### The ideal candidate will bring:

- Bachelor's degree in non-profit management, natural resources science or management, or related field.
- 5 years of experience working in the natural resources field and/or non-profit management with increasing responsibility and management of personnel. This should include working with diverse stakeholders and interest groups to involve varying viewpoints on natural resources management. Experience should include knowledge of habitat restoration project implementation and monitoring, specifically for salmon and other aquatic species. A master's degree in a related field can qualify for up to two years of experience.

- Experience leading a team including the hiring and coaching of employees, and leading interdisciplinary partnerships with diverse stakeholders from multiple levels of government, tribal, and NGO partner members on sometimes divisive topics or decisions.
- Experience managing program budgets, grant writing and reporting, and the ability to identify funding needs and secure funding in order to complete projects and in order to fund administrative and programmatic needs for an organization.
  - Being a small nonprofit organization, the Executive Director will be tasked with securing funding to sustain all aspects of the council's operations, and will work with team members to write and secure grant applications and work with the Board to fundraise unrestricted and restricted private donations and business sponsorships to the Council.
  - The Executive Director is also tasked with ensuring the organization is compliant with relevant grantor agencies requirements including insurance coverage, bylaws, diversity, equity, and inclusion, etc.
- Experience and demonstrated commitment to diversity, equity, and inclusion as a central tenet of conservation and community engagement work.
- Excellent communication and interpersonal skills with a willingness and excitement for public speaking and engaging with donors, funders, and community leaders.
- Experience with natural resource, land use, environmental protection, watershed management, and community engagement best practices.
- Experience working with a nonprofit board and engaging in board development and engagement.

**The Ideal Candidate will:**

- Facilitate the Siuslaw Coho Partnership to secure funding and implement projects to recover salmon populations in the Siuslaw and Coastal lakes watersheds.
- Invigorate community members, staff and volunteers to care for our shared lands and waters of the Siuslaw and Coastal Lakes.
- Creatively share the goals of the Watershed Council and Coho Partnership to the PNW region through tools developed over the past few years including a film series and dynamic Storymaps.
- Maintain financial stability of the organization through diversifying funding sources, private fundraising and grant writing.
- Listen to and learn from diverse voices and perspectives. Foster relationships with individuals and groups not previously involved in community-wide programs, to increase participation and representation, and improve social and cultural responsiveness.
- Provide leadership to the Watershed Council staff, board, volunteers and to the Siuslaw Coho Partnership, holding everyone accountable for actions and tasks.
- Provide thoughtful and reflective feedback on employees' performance.
- Develop annual operating budget proposal for the council, and report to the Board of Directors monthly for council operations and fiscal management.
- Develop policies and procedures for the Council in collaboration with employees and board members.
- Earn media attention through traditional and nontraditional media outlets through paid and non-paid means.

**To Apply:**

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**To be considered for this opportunity:**

Submit a well-organized cover letter no longer than 2 pages addressing your qualifications and experience related to this position and how you would lead the organization to continued growth, financial stability, and success.

Submit a resume which is clear, concise, and defines current and past work experience and duties as related to this position detailing the length of tenure at each position.

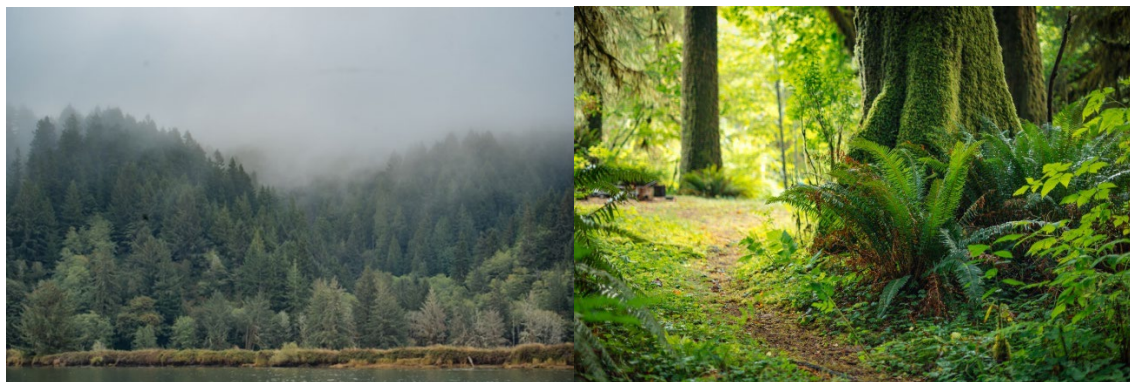
Submit three professional references including contact information.

Submit your application materials in a PDF document to [executivedirectorsearch@siuslaw.org](mailto:executivedirectorsearch@siuslaw.org). Official transcripts may be requested from candidates invited to interview.

## Accepting applications through August 30th, 2023

### Compensation and Benefits:

The Executive Director is a regular salaried exempt position which may require working more than 40 hours some weeks. This will include some evening and weekend commitments. The position requires primarily on-site work, but occasional remote work may be acceptable as agreed upon with the Board. The Executive Director serves at the pleasure of the Board of Directors. The starting salary is at the discretion of the Board of Directors at a range between \$68,000-\$73,000 per year depending on experience. The SWC offers a 401k retirement program with a 3% match after 6 months of service and offers health insurance coverage on the first of the month after the date of hire. The SWC offers paid vacation and sick leave in addition to 9 paid holidays per year.



**Working together to steward the lands and waters of the Siuslaw and Coastal Lakes to benefit our communities, economy, environment and future generations.**