



South Santiam Watershed Council
4431 - Highway 20
Sweet Home, OR 97386
541.367.5564
www.sswc.org

Position: Executive Director of South Santiam Watershed Council

Reports to: Board of Directors

Stationed at: 4431 - Highway 20 Sweet Home, OR 97386

Job type: Full-time exempt (salaried)

Salary: A competitive salary (\$55,000- \$65,000 DOE) and benefits stipend

Open Date: 5/11/20

Close Date: 6/30/20 or until position is filled

Summary of Position

The South Santiam Watershed Council (SSWC) is seeking an enthusiastic Executive Director to lead the organization in its efforts to restore the health and function of the South Santiam Watershed. The position is full-time and currently supervises one full-time staff, one part-time staff, and one consultant. The Executive Director receives direction from a volunteer Board of Directors, but otherwise works independently to manage the SSWC's key program areas including funding sources and financial management, partnerships with other organizations, field operations, and community outreach.

About the Organization

The SSWC is a 501(c)(3) non-profit organization that works collaboratively with landowners and managers to conduct education, monitoring, and restoration activities that improve the health and function of the South Santiam Watershed. The SSWC is non-regulatory. The Council's mission is to involve local people in the enhancement and protection of the South Santiam Watershed for the social and economic benefit of its landowners, managers, and users. The SSWC has broad public support in the community with partnerships in local, state, and federal agencies, members of the timber industry, local agricultural producers, and with area non-government organizations.

Main Duties and Responsibilities

Leadership & Organizational Management:

- Oversee all accounting for the organization, including annual organizational budget and managing government and foundation grants
- Seek and develop new funding opportunities and prepare grant applications
- Actively engage and energize organizational partnerships
- Develop, maintain, and support a strong Board of Directors; seek and build board involvement
- Lead, coach, and develop SSWC team
- Assist project managers with program and project budgets
- Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, government partners, funders, and other constituents
- Manage communication and programmatic efficiencies with consultants, including project manager
- All areas of 501(c)(3) nonprofit administration

Partnership Development & Management (10%):

- Actively participate in current partnership efforts and programs including Partners of the South Santiam and Mid Valley River Connections
- Actively pursue new partnerships, programs, and projects
- Work closely with U.S. Forest Service Sweet Home Ranger District staff

Grant Management (60%):

- Develop and write grant proposals to sustain council operations and programming
- Track all current and future spending and reporting
- Maintain all filing, including documentation and receipts for grant funding
- Submit reimbursement requests for OWEB grants in a timely manner
- Refer to and utilize QuickBooks accounting software
- Provide grant balance updates to Education & Restoration Manager and contracted Project Manager
- Maintain communication with government and private funding sources for reporting and any additional requirements
- Maintain all online grant management systems

Restoration Project Management & Watershed Education (15%):

- Provide leadership to Education and Restoration programs
- Work with Education & Restoration Manager and the contracted Project Manager to determine partnerships, and implement education and restoration priorities in the South Santiam Watershed
- Oversee implementation to ensure projects meet grant deliverables in timely manner

Outreach & Fundraising (15%):

- Develop a presence in the local community
- Oversee the development of a CRM/donor database
- Join and participate in local Chambers of Commerce
- Establish and cultivate relationships with area businesses
- Establish and cultivate individual, major donor, corporate, and planned giving programs
- Develop and maintain SSWC newsletter (or e-newsletter)
- Initiate and maintain event notifications and correspondence

Education and Desired Qualifications

- Bachelor's Degree in nonprofit management, business administration, or other relevant subject area
- Nonprofit experience required, including experience with grant writing, grant administration, fund raising, and outreach
- Strong analytical and organizational skills
- Experience with OWEB grants and Oregon funding sources highly desired
- Previous experience in senior leadership role
- Knowledge of watersheds, watershed restoration, and science-based conservation efforts
- Experience working in a collaborative setting and demonstrated partnership building
- Well-organized with excellent communications skills, including oral and writing
- Experience with and interest in working with diverse stakeholders and agencies
- Computer proficiency including experience with Microsoft Word, Excel, PowerPoint

- Experience working with volunteers
- Ability to work independently to establish priorities and manage time effectively
- Valid Oregon driver's license, reliable transportation, and ability to attend occasional evening and weekend activities
- Must be comfortable and proficient in many areas of the nonprofit functions, management, and Oregon partnerships and funding sources
- Must be able to address a backlog of work while keeping current projects on track and seeking new partnerships and funding
- Someone who thrives on wearing many hats while maintaining a professional and approachable demeanor
- Some knowledge and experience with QuickBooks is preferred
- Must pass criminal background check

Compensation

- A competitive salary (\$55,000 - \$65,000 DOE) and benefits stipend. This is a full-time position
- Employee will receive a health stipend of 20% of the base salary
- Simple IRA with 3% matching from SSWC after 6 months
- Employee will accrue vacation leave at a prorated rate, based on 8 hours per month for full time employees
- Employee will accrue sick leave at a prorated rate, based on 8 hours per month for full time employees.
- Employee will receive 10 federal holidays off
- Travel reimbursement at the federally calculated rate will be provided for use of personal vehicle
- Company vehicle is available to council employees for work related use

Physical Demands and Work Environment

- Work will mainly take place in and near the communities of Sweet Home and Lebanon
- A workspace will be provided at the U.S Forest Service, Sweet Home Ranger District office
- Telework may be allowed for some job functions; however, accounting/bookkeeping information and systems will be maintained in the office
- Opportunities will arise to visit site work, landowners, business-owners, and the general public in all weather conditions

How to Apply

- Send application materials to: southsantiamwc@gmail.com
- Applications will consist of a single pdf with the following documents:
 1. Resume
 2. Three (3) professional references - include contact information, how long you have known the reference and in what capacity
 3. Cover letter - 2 pages or less
- Application must be received by June 30, 2020. However, position will remain open until the right candidate is hired
- Late or incomplete applications will not be accepted