



FOREST BRIDGES

The O&C Forest Habitat Project, Inc.

## Executive Director

Forest Bridges ([www.forestbridges.org](http://www.forestbridges.org)), a Nonprofit Public Charity is proud to announce the recruitment of our nonprofit's first Executive Director. We seek a dynamic and charismatic individual to champion our vision to achieve breakthrough change in natural resources management for Western Oregon's O&C BLM forest lands. This includes the development, refinement and implementation of Forest Bridges' [Agreements and Guiding Principles \(Agreements\)](#) around forest management and barriers to management. Position and organization responsibilities also include tribal and public stakeholder engagement, cultivating new community support through [Friends of Forest Bridges](#), the development of policy papers that relate Forest Bridges' Agreements to both scientific and cultural literature and knowledge, as well as development, protection and compliance with grantor requirements related to financial assets.

A successful candidate will be a strong leader with a collaborative style that embraces multiple viewpoints, inspires trust, and motivates others to join. They also will embrace the Forest Bridges Agreements. They will possess the vision necessary to grasp and run with the short- and long-term visions of Forest Bridges, use connections to build coalitions of supporters, and engage tribes, counties other community leaders and the public regarding the management and barrier challenges affecting the O&C BLM lands in Western Oregon. They will be viewed as a person who is neutral and does not have a history of advocacy that could become a deterrent to trust. They will have field-tested experience in numerous phases of Forest Bridges' work, as well as experience with non-profit management. This wide-reaching work will benefit from either an emerging leader or a seasoned veteran.

<i>Application Period:</i>	Open December 28, 2021. Accepting applications until filled Deadline for first consideration January 28, 2022
<i>Job Location:</i>	Negotiable. 522 SE Washington Ave. Roseburg, OR 97470 is the current business address and preferred office location for the Executive Director. Will consider other Western Oregon locations along the Interstate 5 corridor.
<i>Assignment:</i>	Full-time employment which reports directly and is accountable to the Forest Bridges Board of Directors (Board), regular communication with the Chair
<i>Salary:</i>	\$85,000 to \$100,000 annual salary depending on experience
<i>Benefits:</i>	Individual Health Insurance (employer paid) Vision and Dental Insurance (employer paid) 401(K) Matching Contribution package (jointly paid) Annual Leave Package Travel Reimbursement Fund Moving expenses to be negotiated

**Forest Bridges Information:**

Forest Bridges' mission is to bring people together to embrace sustainable forest habitat management solutions exclusively for Western Oregon's O&C BLM forest lands. Our vision, embraced by our Friends (who accept the basic [Agreements of Forest Bridges](#)), is to develop and promote active 21<sup>st</sup> century forest management policy, address barriers to management, improve forest health, fish and wildlife habitat, improve fire resiliency, and combat climate change. Our Agreements apply solely to the 2+ million acres of checkerboard ownership of O&C BLM lands in Western Oregon. They envision a light touch over the long term to sustain diverse wildlife and plant habitats while integrating native culture and practices relevant to today's environment, as well as the laws governing the O&C counties.

Long term, Forest Bridges envisions being an enduring, inclusive, public, tribal and county collaborative that supports the BLM and other Federal agencies in developing scientific, cultural and forest policy practices for these lands. Through the continuing development of Agreements and the results of continuous monitoring and evaluation, the Forest Bridges Collaborative will recommend new and adjusted management practices, rules and laws to further address barriers to management over time as conditions change.

**Preferred Qualifications:**

- Ten years of relevant experience and recognized stature -- in forest policy development, active forest/land management, nonprofit administration or development in a related natural resources field -- to carry the vision of Forest Bridges forward
- Ability to represent the broad scope of the organization's mission, which encompasses many stakeholder interests
- Ability and experience gaining the trust and developing positive outcomes with stakeholders of different viewpoints, meeting together
- Strong preference toward an individual who can lead in a nonprofit organizational setting, including fundraising and grants
- Working experience with tribes
- Strong leadership and collaborative skills with ability to recognize blind spots, inspire others and capitalize on their strengths
- Collaborative leadership style among diverse interests while being sensitive to the needs of historically and presently disenfranchised or vulnerable groups and dedicated to more inclusively engaging rural communities of Western Oregon

**Essential Functions:**

- Responsible for overall management and day-to-day operations of Forest Bridges. Facilitate and support the Board's collaborative direction RE the Forest Bridges Mission, Vision and Agreements
- With the Board, identify and develop strategy that will lead to the implementation of the Agreements of Forest Bridges, both forest management strategies and barriers to implementation
- Lead engagement, build relationships, maintain trust and coordinate efforts with conservation, recreation and business interests, Oregon tribes, the O&C counties, lawmakers, nonprofits, agencies, scientists and the public
- Lead the staff in responsibilities that include forest policy development, documentation of Agreements in policy papers, coalition building and attracting [Friends of Forest Bridges](#), Western Oregon community engagement, stakeholder communications
- Develop and harness the power of Forest Bridges' diverse advisory and expert groups
- Maintain relevant communication with the BLM and other federal agencies

- Regularly produce, with staff, materials for newsletters, in-person meetings, other print and virtual communication to inform diverse populations about Forest Bridges
- Competent Financial Manager: develop, administer, and monitor the comprehensive budget containing multiple grant awards, individual and corporate donations
- Lead and engage the Board in individual and corporate fundraising
- Oversee and manage grant writing, coordinate with a Development Director for grants, and develop and maintain relationships with grantors and other key funders
- Ensure fiscal and programmatic compliance, including grant administration, lead, and identify/develop opportunities to transition to federal funding
- Administer all public charity 501(c)(3) and 501H election administration and reporting requirements, including the Form 990 submission and financial controls, in coordination with contracted financial professionals
- Basic human resources functions including recruiting, hiring, training, supervising, and evaluating Forest Bridges' staff and consultants, with the support of an HR firm
- Create an inclusive and equity-based environment
- Engage in ongoing conversations regarding policy, management, habitat, climate and other emerging issues that keep this collaborative initiative future-focused

**Position Requirements:**

- Five years relevant experience
- Bachelor's degree or higher, or equivalent educational background, in relevant fields
- Demonstrable nonprofit experience
- Current and valid driver's license with no insurability issues (personal transportation required for driving throughout Western Oregon)
- Excellent oral and written communication skills
- Self-motivated, punctual, reliable, organized, and flexible
- Ability to communicate in non-technical terms with a diverse population
- Basic knowledge of computer usage (word processing, spreadsheet and email capabilities)
- U.S. citizen or authorization to work in the United States

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of this job.

- Vision abilities: close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Regularly required in an 8-hour day to sit for 5-8 hours and to stand, walk, or move around for 1-4 hours
- Regularly required to talk and hear
- Regularly required to use hands to finger, handle or feel objects, tools or controls
- Regularly lift, move or carry up to 25 pounds; occasionally lift, move or carry up to 50 pounds
- Frequently required to stand or walk (periodically on uneven surfaces, including forest slopes), reach with the hands and arms, stoop, and/or bend

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment

could be low to moderate. The employee's work is most frequently indoors, but periodically requires going outdoors in the weather and in Western Oregon forests, periodically leading and attending field trips to forest sites in mountainous terrain, and driving to rural and community sites.

**NOTE: This position description is subject to change.** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Forest Bridges may add to, modify, or delete any aspect of this (or the position) at any time as it deems advisable.

**Application Process:**

Apply by e-mailing your information to: [HiringSearch@forestbridges.org](mailto:HiringSearch@forestbridges.org)

- a cover letter that highlights your unique qualifications
- a resume
- a complete job history
- the contact information for three references

Forest Bridges will provide timely notification to candidates whether they are selected for an interview.

After an initial round of applicants are interviewed, the position will be offered or remain open until filled.

**Confidentiality:**

Forest Bridges will retain strict confidentiality of all applicants (with the exception of contacting references) until a final decision and announcement are made.

**Equal Opportunity Notice:**

Forest Bridges is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind. Forest Bridges is committed to the principle of equal employment opportunity for all employees/contractors and to providing employees/contractors with a work environment free of discrimination and harassment. All employment decisions at Forest Bridges are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations. Forest Bridges will not tolerate discrimination or harassment based on any of these characteristics. Forest Bridges encourages applicants of all ages.

***We look forward to your application and thank you, in advance, for your interest in Forest Bridges.***