



Job Announcement – Executive Director

Posted: February 7, 2022

Application first review date: March 15, 2022, position open until filled

Location: Stayton, Oregon

Status: Salaried, exempt position (1.0 FTE)

Pay range: \$56,000-62,000/year DOE with 6-month review

Benefits: Health insurance (medical, vision, and dental), Paid Time Off

Desired start date: April 1, 2022 (with flexibility)

Background

The North Santiam Watershed Council (NSWC), is a locally driven, non-governmental, non-regulatory community-based nonprofit that facilitates stewardship and restoration projects based on scientific analysis to improve water health, and develop partnerships to plan, fund and implement those projects. As a Watershed Council defined by Oregon Revised Statute 541.30, the NSWC implements work that meets the Oregon Plan for Salmon and Watersheds. The NSWC is comprised of local volunteers that share an interest in improving the health of the watershed in partnership with willing landowners and provides a place to work together in a non-advocacy setting to achieve the healthy water and land we all rely on.

We are looking for a well-organized, and creative visionary who collaborates with the Council Board, staff, partners, and the community to develop and implement the following: landowner restoration projects, facilitate and participate in local and regional planning and partnership building, and provides community education and outreach.

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
- 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 programs
- 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 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, coordinates community education and other outreach at regular meetings
- The ED reports to the Council Board through the Board President and Executive Committee.

Qualifications:

- Non-profit or watershed council administrative experience
- Degree in natural resources/sciences (e.g., water resources, environmental science, fisheries, forestry, planning, agricultural business, or related discipline), social sciences or other relevant subject area; a graduate degree and/or experience with watershed management, restoration, and property management planning are beneficial but not required.
- 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.
- Knowledge of programs and laws related to watershed restoration in Oregon
- At least 3-5 years working for an entity with a conservation mission
- Meeting facilitation and conflict resolution skills
- Proficiency with programs such as Microsoft 365, Zoom, Teams, Google Docs, QuickBooks, 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
- 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:

- Passion to lead a nonprofit organization in watershed restoration, community engagement and education
- Understanding of the social, ecological, and economic conditions of the NSWC
- 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.
- 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

To Apply

Please submit a cover letter (no more than 3 pages), resume, and three references via email to council@northsantiam.org. In your cover letter, please describe lived and professional experience in watershed conservation, and nonprofit management. 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.