



Job Title: Executive Director

Salary Range: \$50,000 – \$80,000 (Full-time Exempt)

Benefits: Holiday, vacation and sick days

Location: Hillsboro, Oregon

Application Deadline: September 14th, 2018

Preferred Start Date: November 1st, 2018

The **Tualatin River Watershed Council (TRWC)** is seeking an **Executive Director** to manage the organization under the direction of the Council Chair and Steering Committee (Board of Directors). The Executive Director will work closely with Council members, engage key partners and funders, and take a leading role in long-term stewardship of the Tualatin River Watershed.

TRWC is a 501(c) 3 nonprofit organization that collaborates with a broad array of partners and volunteers to enhance watershed health in the Tualatin Basin. TRWC was formed in 1996 to coordinate resource planning, participate in restoration projects, and engage the community. Land use in the Tualatin Basin is a mix of forestry, agriculture, and a rapidly expanding urban area, which creates a host of stewardship challenges and opportunities. TRWC is working to become the primary forum for place-based planning efforts that support the function and resilience of ecosystems within the Tualatin basin, and thus maintain a healthy, diverse and economically vibrant community.

The Tualatin River Watershed Council is an equal opportunity employer and committed to equity as a core organizational value. Applicants who demonstrate a strong commitment to issues of diversity, equity and inclusion are encouraged to apply. For more information about us, visit trwc.org.

Essential Duties and Responsibilities

Leadership and Strategic Direction – 30%

- Serve as the Council's primary representative to Council members, stakeholder groups, government agencies, funders, the media, and the community
- Play a lead role in defining and seeking solutions to key watershed issues and actively participate in multi-party restoration planning efforts and project implementation
- Lead development and implementation of the Council's strategic plan, work plans, and budget
- Participate in and provide guidance for Steering Committee and subcommittee meetings
- Foster a work environment characterized by excellence, teamwork, creativity, and professionalism that promotes diversity, equity, and inclusion as guiding principles

Fundraising – 20%

- Develop an annual fundraising plan for the Council and actively pursue funding to support and expand Council programs

- Diversify the Council's funding base through grant-writing, individual and corporate donor solicitations, gifts, sponsorships, and other funding avenues
- Seek contract work with partner organizations
- Work with the Board to identify, prioritize, and implement outreach programs

Community Relations – 25%

- Build the capacity of the Watershed Council so it is widely recognized as a leader in promoting and fostering good stewardship in the watershed
- Build and maintain relationships with influential community leaders
- Engage the community through promotional campaigns, presentations to community groups, media appearances, and high-quality digital communications
- Engage key stakeholders and partners by hosting forums for sharing information, resolving conflicts, and basin-wide planning

Organization Building – 10%

- Recruit, retain, and develop Council members that are highly-engaged in all aspects of Council activities including planning and implementation of Council programs. Offer Council members frequent educational programs and establish subcommittees.
- Recruit volunteers and solicit pro bono services from members, local community groups, and businesses to complement the skills and work of paid staff.
- Build the capacity of the Council to plan, administer, and implement watershed restoration projects and facilitate the planning and implementation of research projects.

Administration and Financial Management – 15%

- Manage the day-to-day operations, programs, activities, and administrative aspects of the Council directly and through assignment of tasks to staff and/or contractors.
- Conduct or oversee recruitment and training of key staff and contractors
- Coordinate and lead staff meetings; conduct/oversee regular safety meetings and ensure adequate safety for staff and volunteers; oversee staff work plans; conduct regular staff evaluations (including exit interviews)
- Oversee financial and budgetary processes to provide consistent quality financial administration, including understanding key financial controls and performing those duties, as defined within the Financial Procedures
- Work with the Fiscal Manager and Finance Committee to prepare the annual budget.
- Prepare biennial OWEB council support applications
- Assure accurate and timely reporting to granting and funding agencies

Position Details

Preferred Qualifications

- Proven leadership skills with an entrepreneurial approach to problem-solving and organizational development
- Track record of success in securing grants, individual contributions and donated services
- Demonstrated success in establishing and maintaining mutually-beneficial partnerships

- Non-profit management experience in watershed and natural resource conservation organizations
- Familiarity with watershed council roles and functions in the state of Oregon with existing professional relationships in watershed protection and management fields
- Familiarity with the Tualatin River Basin
- Bachelors or Master's Degree in a natural resources related field
- Strong speaking, presentation, writing, and listening skills. Ability to work with diverse people and develop positive working relationships, especially with co-workers, landowners, rural stakeholders, conservation communities and government agencies
- Experience developing and managing budgets, work planning and strategic planning
- Computer literate

Salary and Benefits

This is a full-time position with a competitive salary commensurate with the skills and experience of the candidate. Benefits are negotiable and might include paid vacation, holiday and sick pay.

Executive Director will be expected to drive his/her own fully insured vehicle; car-related expenses will be reimbursed based on mileage.

Physical Demands and Working Conditions

Council's office is located in Hillsboro, Oregon. Work occurs primarily in the office and at meeting locations throughout the watershed and the Portland metropolitan area. Work will require occasional travel to meetings in other parts of the state. Evening and weekend activities are part of the flexible work schedule.

Executive Director will occasionally participate in outdoor field activities that may require lifting up to 40 pounds, traversing uneven ground, and wading in streams or wetlands. Successful candidate must have a valid driver's license and a safe driving record.

To Apply

Please compile a cover letter, resume, and contact information for up to three references **into a single PDF** and email it to "chair@trwc.org" with "**Executive Director Position**" in the subject line. **Please do not include letters of reference** with the application materials. Address cover letter and any questions to Richard Van Buskirk, TRWC Chair, at chair@trwc.org. **Applications will only be accepted electronically and are due by COB Monday, September 14th, 2018.** This position is contingent on pending funding.