



EXECUTIVE DIRECTOR POSITION DESCRIPTION

The Long Tom Watershed Council is seeking a highly collaborative individual to lead a team of competent, dedicated professionals. The Council has a diverse portfolio of projects including instream/riparian, uplands, urban, the Traditional Ecological Inquiry Program, and other projects. We're seeking an innovative individual with a commitment to diversity, equity and inclusion; experience in organizational management and fundraising; and dedication to supportive and collaborative leadership. Visit <https://www.longtom.org/> for more information about the Council and its programs and people.

JOB SUMMARY / PURPOSE

The Executive Director (ED) elevates and supports the mission and strategic vision of the Long Tom Watershed Council (LTWC) through program support, fundraising and by developing and maintaining close, mutually beneficial partnerships with the Board of Directors, Staff, Tribes, the organization's philanthropic supporters, Upper Willamette Stewardship Network Partners, other regional collaboratives, agencies, and watershed council stakeholders.

KEY RESPONSIBILITIES

- Mission and Strategic Direction: The Executive Director works with the Board and Staff to shape and implement the mission and strategic vision. The Executive Director proposes direction for organizational stability and growth. A successful ED will take strategic and calculated risks to advance the mission, while ensuring a strong foundation for long term sustainability.

- Fundraising/Development: the Executive Director is responsible for the development and implementation of the annual business and fundraising plans working towards annual and long range goals. The ED is the key contact with the major and prospective donors and is responsible for initiating and developing fundraising relationships. The ED also supports and guides staff and board in managing these relationships.

- Planning: The Executive Director works collaboratively with Staff and Board to plan on both an ongoing and episodic basis as new information and opportunities emerge. Develops an

annual operating plan consistent with the mission and strategic vision through collaboration with staff, contract employees and Board. A successful ED will enable the right balance of structure with long term planning and flexibility to be nimble and innovative while supporting and guiding staff in multi-year project implementation strategies and providing flexibility to leverage emergent opportunities.

– Financial Management: The Executive Director directs and guides the development of the annual budget and works with Operations Director and Fiscal Manager, Staff, Board, and consultants to monitor cash flow, make critical financial decisions to advance organizational strategies, and ensure healthy financial practices. A successful ED will continue to build a significant safety net of sound practices and cash resources while being entrepreneurial when appropriate.

– Communications/Community Relations: The Executive Director is responsible for the creation of an annual communications and marketing plan to increase the organization's prominence, fundraising success, ensure consistent messaging and achievement of program objectives. A successful ED will prioritize communications and relationships where value can be added and support relationships across the Council's programs to build depth and resilience.

– Programming: The ED coordinates and guides development, implementation and evaluation of the programs collaboratively with staff, board, partners and volunteers. The ED ensures that programs and projects incorporate Diversity, Equity, Inclusion, and Justice (DEIJ) priorities. A successful ED will champion innovation and sustainability and actively create opportunities for programs and projects by focusing energy externally and at a regional scale, and uplifting program staff to grow professionally.

– Management/Administration: The ED as staff leader manages resources to meet organizational needs while ensuring compliance with legal and industry standards. A successful ED will leverage in-house operational capacity and expertise and work in partnership with the Operations Director and Fiscal Manager to ensure best practices are upheld including contracts, grant agreements, and partnership agreements,

– Human Resources: The Executive Director is responsible for hiring, firing, and supervising staff, ensuring that appropriate employer policies are in place and followed. Works with the Operations Director and board to update HR policies, procedures, and guidelines. The ED also assists the Board in managing nomination and recruitment to board positions and assists in organizing orientation and ongoing training of the board. The ED influences organizational culture which includes collaboration, expectations management, cadence and character of communications, and convening styles. A successful ED will continue to cultivate a culture of kindness, abundance, openness, and joyful collaboration across the organization. The ED holds themselves and staff accountable to shared goals and commitments in addition to written policies. A successful ED will support the deepening of expertise and professional development of the team with an eye to organizational resilience, succession planning, and retention of institutional knowledge and relationships. A successful ED will evaluate and apply policies

through principles of DEIJ.

SUPPORT STAFF

The ED is supported by the Board of Directors and works closely with the Operations Director and Fiscal Manager for administrative and operations tasks. In addition, the ED works closely with the program leads to accomplish the work plan and meet organizational goals.

A SUCCESSFUL CANDIDATE WILL HAVE:

- 5+ years relevant experience in nonprofit management and governance
- 5+ years relevant experience in nonprofit fundraising, grant writing, and budgeting
- Successful track record of writing and securing grants, and/or success in raising private contributions from individuals or institutions in excess of five figures
- Excellent verbal and written communication skills
- An entrepreneurial spirit and enthusiasm to tackle landscape scale, multi-stakeholder, issues
- A comfort with a changing, dynamic organizational landscape
- Demonstrated experience engaging in both highly structured and relationship-based collaborative processes
- Proven success in working with diverse populations and in facilitating multi-party decision-making processes
- Demonstrated commitments, training and/or relevant experience in advancing principles of diversity, equity, justice and inclusion
- Demonstrated experience successfully managing a diverse, multidisciplinary team of subject matter experts
- Experience in short and long term work planning and strategic planning
- Demonstrated ability to produce a professional product on time and within budget
- Proven ability to work with high degree of independence and to work effectively and efficiently in multidisciplinary team situations

PHYSICAL DEMANDS AND WORKING CONDITIONS

Work occurs at the council office, at various field and meeting locations throughout the watershed and region, and occasionally includes travel and meetings in Oregon or throughout the U.S. Candidates may have the option to work from home but must live in or be willing to relocate to within standard commute of the LTWC offices in Eugene, Oregon and be willing to meet in person with staff, partners, and community members. Weekends and evenings are part of a flexible work schedule. LTWC is an equal opportunity employer. Reasonable accommodations will be made for applicants with different abilities.

WORK PROGRAMMING AND PERFORMANCE EVALUATIONS

A committee of the board will work with the ED to establish work priorities annually, which will be in the form of performance objectives for the top 2-3 priority areas to the extent practicable. Evaluations shall be conducted no less than annually and will be based on achievement of objectives as well as the vision for the organization and daily management of the organization.

COMPENSATION

This is a full-time exempt position. Compensation will be dependent on experience and skills and is anticipated to range between \$77,000 and \$90,000. Benefits include health insurance currently covered at 75% of premium for employees (20% for dependents), short-term disability, and paid time off. In addition, the Council matches employee 401K retirement contributions up to 8% of employee's salary. Continuing education and training are supported in alignment with organizational priorities.

EQUAL OPPORTUNITY EMPLOYER

The council prohibits discrimination on the basis of race, color, national origin, age, disability, sex, gender identity, sexual orientation, religion, political beliefs, income status, marital status, or familial or parental status in employment in any program or activity conducted by the council. The Long Tom Watershed Council is an equal opportunity employer.

Candidates with diverse lived experiences are encouraged to apply.

DIVERSITY, EQUITY AND INCLUSION STATEMENT

Since 2018, the council has invested significantly in exploring what diversity, equity and inclusion mean for the soul of our community, and the core of our work.

At the Long Tom Watershed Council we believe:

The health of the watershed is dependent upon the contributions of all people. LTWC recognizes the disproportionate impacts systems of oppression on People of Color and Indigenous People. We believe the organization's strength depends on breaking down implicit, systemic inequities. We strive to create an inclusive and welcoming environment that grows our collective wisdom.

MISSION OF THE LONG TOM WATERSHED COUNCIL

The Long Tom Watershed Council serves to improve water quality and watershed condition in the Long Tom River Basin and surrounding drainages through education and collaboration among all interests, using the collective wisdom and voluntary action of our community members.

To apply:

Email a resume, cover letter and list of three professional references with contact info and relationship to apply@longtom.org

The application window is open until the position is filled, however, we plan to begin reviewing applications on December 12.

Initial interviews are expected to occur on or around the week of January 9.