



## **EXECUTIVE DIRECTOR / WATERSHED COORDINATOR POSITION DESCRIPTION**

The Long Tom Watershed Council (Council) is seeking a highly collaborative individual to lead a team of highly 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, inclusion, and justice (DEIJ); experience in organizational management and fundraising; and dedication to supportive and collaborative leadership. Visit [longtom.org](http://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 through fundraising, communications, and community relations. The ED develops and maintains 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. A multi-talented team of program and operations staff collaborates closely with the ED, who provides positive and supportive accountability in service of mission and programs.

### **CORE WORK & RESPONSIBILITIES**

- **Guide the Organization's Mission and Strategic Direction (~20% of time):** The Executive Director works with the board and staff to plan, shape and implement the mission and strategic vision. The ED proposes direction for organizational stability and growth, and collaborates with staff and board on both episodic and long-term organizational planning. The ED also leads the recruitment and orientation of new board members. A successful ED will take strategic and calculated risks on emergent opportunities to advance the mission, while ensuring a strong foundation for long term sustainability.
- **Fundraising/Development (~20%):** The ED leads the development and implementation of the annual business and fundraising plans, and initiates and develops relationships with major and prospective donors. A successful ED will collaborate with staff, board, and volunteers to successfully grow the organization's unrestricted funding through community and business donations.

– **Communications/Community Relations (~20%)**: The ED leads communications, with the goal to maintain the organization’s positive public standing, continue to expand fundraising success, and ensure consistent messaging and achievement of program objectives. A successful ED is effective at communicating with people from a diversity of backgrounds and stakeholder types, and will prioritize communications and relationships where value can be added, and will support relationships across the Council’s programs to build depth and resilience.

– **Manage the Organization & Staff (~20%)**: The ED oversees staff and hiring and firing; ensures healthy financial practices; manages critical financial decisions; ensures legal obligations are upheld on contracts, grant agreements, and partnership agreements; and manages resources to meet organizational needs while ensuring compliance with legal and industry standards. The Operations Director and Fiscal Manager provide significant support. A successful ED will:

- Continue to build a significant safety net of sound practices and cash resources while being entrepreneurial when appropriate
- Provide sound financial guidance to Operations Director and Fiscal Manager in development of annual budget
- Influence organizational culture by setting and managing expectations, the cadence and character of communications, and convening styles
- Continue to cultivate a culture of kindness, abundance, openness, and joyful collaboration across the organization
- Holds themselves and staff accountable to shared goals and commitments in addition to written policies
- Support the deepening of expertise and professional development of the team with an eye toward organizational resilience, succession planning, and retention of institutional knowledge and relationships
- Evaluate and apply policies through principles of DEI/J

- **Represent & Lead Collaboration (~10%)**: The ED advocates for the impact of the Council’s work to grantors and partners. The ED teams with five other conservation NGO directors in the regional Upper Willamette Stewardship Network (UWSN) to advance regional impact, DEI/J principles, and program effectiveness. A successful ED will balance innovation and sustainability, collaborate with external partners to actively create opportunities at a regional scale, and uplift program staff to grow professionally.

– **Provide Programmatic Collaboration (~10%)**: The ED works collaboratively with staff, board, and volunteers to advance the Council’s work and mission. The ED provides support and guidance to program leads and project managers on the development, implementation and evaluation of programs, and also collaborates with staff on program strategy, community outreach, and grant writing. The ED ensures that Diversity, Equity, Inclusion, and Justice (DEI/J) priorities are a core value incorporated throughout the Council’s program areas.

## **SUPPORT STAFF**

Across all areas of work, the ED is supported by a multi-talented staff team and a Board of Directors composed of a diversity of community stakeholders. The ED collaborates closely

with 2.5 FTE of Operations / Fiscal Staff on HR, administration, and finances. The ED works closely with 5.5 FTE of program staff, including program leads, and project managers to accomplish Council's work plan and meet organizational goals. In addition, a 1.0 director for the regional Upper Willamette Stewardship Network provides support on partnerships and regional impact.

**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 outside the region. 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 regularly 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. A 360 review process may be conducted periodically.

## **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 generous 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](mailto:apply@longtom.org).

Applications will be accepted until February 1st; however, the position is open until filled and the Selection Committee will be conducting interviews on a rolling basis.