



North Coast Watershed Association

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Executive Director Job Announcement

Title: Executive Director

Reports to: Board of Directors

Status: regular, full-time, exempt position

Wages & Hours: \$48,000 annual salary

Benefits: medical insurance stipend, paid holidays, vacation, and sick leave

Position Closes: first application review on February 12, 2021

About the North Coast Watershed Association

The North Coast Watershed Association (NCWA) is a community-based nonprofit organization that works cooperatively with local landowners and community stakeholders to restore habitat for fish and wildlife. The NCWA mission is to improve watershed health through community-based efforts. Our service area includes watersheds in Clatsop County along the Columbia River and the Pacific Coast. We have two watershed councils that meet in each of these regions (River Council and Coastal Council) with representation of each on the Board of Directors. Both councils help guide local watershed priorities and engage citizen participation. Our office is located in Astoria, Oregon with work taking place in the Arch Cape and Ecola Creek watersheds (Coastal Council), and the Skipanon, Youngs Bay, and Nicolai-Wickiup watersheds (River Council).

About the Job Opportunity

The North Coast Watershed Association (NCWA) is looking for an Executive Director to lead the organization's collaborative restoration efforts throughout Lower Columbia and coastal regions of Clatsop County. The Executive Director both oversees and implements the daily activities of the organization, with support from part-time staff, while working with the Board of Directors to guide the overall vision of the organization. NCWA works with stakeholders from private and public forest management groups, land trusts, government agencies, national parks, fisheries, and environmental-restoration organizations. **The right individual for this position will be self-directed, able to work with minimal oversight and support, possess excellent writing and communication skills, place high value in lifting others up and developing meaningful internal and external relationships, be well-versed in working with diverse partner interests, and feel comfortable bringing together politically divergent folks to work toward common goals.** The Executive Director performs duties independently with minimal supervision, operating from general instructions and guidance from the NCWA Board, using work plans and grant contracts to inform daily tasks.

PRIMARY DUTIES AND RESPONSIBILITIES

Leadership and Organizational Management

- Work with NWCA Board to guide project development and organizational growth
- Recommend actions to the Board that support the strategic direction of the organization
- Foster communication and effective teamwork between the Board and the Executive Director, staff, contractors, and community stakeholders
- Act as the spokesperson for the organization and produce official correspondence on behalf of the organization and Board
- Work with the fiscal manager to manage NCWA non-profit status
- Develop council membership and coordinate, organize, and document council and board meetings

Budget and Fundraising

- Work with the fiscal manager to develop budgets approved by the board
- Work with the NCWA Board to develop and implement fundraising
- Write grant proposals and develop other funding sources to support the organization and implement projects
- Track grant deadlines and provide grant-required reports and deliverables
- Manage project budgets and NCWA finances in coordination with the fiscal manager
- Track and report expenditures and track in-kind and cash match
- Collaborate with the fiscal manager to generate regular fiscal reports and payment requests for grantors and the NCWA board

Partnership Development and Facilitation

- Design and lead collaborative-facilitated processes to develop and implement community-based watershed restoration projects
- Network with stakeholders and partner organizations to develop trust and determine opportunities where partnerships can be forged
- Maintain partnerships with adjacent watershed councils and other organizations to share grants and resources to accomplish mutual goals

Project Management

- Update biannual work plan with prioritized projects
- Work with partners and funders to develop potential projects as approved by the Board of Directors
- Implement funded projects, manage grant funds and reporting requirements, secure permits, hire contractors, coordinate volunteers, and oversee implementation to ensure projects meet grant deliverables

Education and Outreach

- Work with partners to organize and promote *Nature Matters* speaker series and volunteer events
- Produce press releases, website updates, and social media

Job Conditions

- This position involves work in the office (70%), work traveling outside the office to meetings (10%), and work in the field (20%).
- Office work involves long periods on the computer.
- Fieldwork includes working in and around wetlands, rivers, streams, ponds, farms, dense vegetation or woodlands, areas with steep, slippery, muddy, rocky, or other hazardous terrain. Ability to navigate rough, uneven terrain on foot is necessary.
- Driving is required for this position: applicant must have a valid driver's license, a good driving record and a reliable, insured vehicle (mileage is reimbursed).
- Occasional evening or weekend hours are required.

Supervisory Responsibility

The Executive Director supervises three part-time staff (each at 8-10 hours per week), including a part-time project manager, a contracted landowner-outreach coordinator, and a contracted fiscal manager. The director will also oversee all project-based contractors as needed.

DESIRED QUALIFICATIONS

Education and Experience

- Bachelor's degree in environmental management, natural resources/sciences, or other relevant field; a graduate degree is beneficial but not required.
- A minimum of three years' experience in two or more of the following:
 - a) working with private landowners, farming communities, and/or agency stakeholders to develop conservation and/or restoration projects;
 - b) natural resources project development and management;
 - c) working with Board of Directors and committees;
 - d) organizational management
 - e) working with volunteers, including active recruitment and training; and
 - f) grant writing and fundraising.

Knowledge, Skills and Abilities

- Self-driven and motivated – which are essential to finding success in this position
- Excellent writing skills
- Well-organized with excellent oral communications skills
- Strong interpersonal, collaboration, and facilitation skills with ability to communicate with diverse stakeholders from different social and political backgrounds
- Familiarity with fundraising, especially grant writing and grant management

- Knowledge of budgeting and financial management
- Knowledge of native plants, non-native invasive plants, and wildlife and their habitat needs
- Ability to work independently to establish priorities and manage time effectively
- Computer proficiency including Microsoft Word, Excel, Google Docs, Wordpress, Mailchimp, Facebook, and ArcMap
- Good physical condition: able to hike on uneven, steep terrain; to wade streams; and enjoy being outside in all types of weather conditions
- Ability to prioritize a large workload and manage stress

HOW TO APPLY

To apply, **e-mail a detailed cover letter, resume, and three references to northcoastwatershedcouncils@gmail.com**. PDF documents are preferred.

Please direct questions to Celeste Lebo at the above e-mail address. Applications will be accepted until the position is filled. **The first application review will be on February 12, 2021.**

Background Check

NCWA conducts pre-employment screening on positions in order to protect the interests of employees, volunteers, and resources. Pre-employment screening may include, but is not limited to, a criminal background check, verification of credentials, licenses, certifications, and/or verification of work history.

NCWA is an Equal Opportunity Employer

Our commitment to diversity includes the recognition that our organization's mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs, and culture. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, members of the military with protected veteran status, or other status protected by law.