



Job Announcement

Description & Details

Position: Executive Director

Reports to: WWBWC Board of Directors

Status: Regular, full-time, permanent position

Starting salary: \$40.00 to \$46.00 per hour, depending on qualifications

Location: Milton-Freewater, Oregon

Medical benefits: The WWBWC offers a comprehensive medical plan to full-time and permanent employees and their families, including medical, dental, and vision coverage. The plan is designed to provide employees and their dependents access to high-quality healthcare services covered by the WWBWC.

Retirement benefits: The organization offers a retirement plan to eligible employees. The plan is designed to help employees save for retirement and includes a company match to encourage participation.

Paid time off: The Executive Director position receives paid time off (PTO), including vacation, sick leave, personal days, and all state and federally-recognized holidays.

ABOUT THE WWBWC

The Walla Walla Basin Watershed Council promotes the restoration and stewardship of a healthy Walla Walla Basin Watershed through sound science and community engagement. This diverse Watershed, located in northeastern Oregon and southeastern Washington, has successful programs in ecological restoration, monitoring and research, volunteer stewardship, community outreach, and environmental education.

THE NEXT EXECUTIVE DIRECTOR

Leading a small nonprofit requires a wide breadth of skills. We anticipate that many interested applicants will not meet every single desired attribute. However, if you are someone who has a working knowledge of ecological issues and the ability to successfully lead a proficient staff and partners to achieve the Walla Walla Basin Watershed Council's mission and goals, apply.

We seek an Executive Director to take our organization to the next level of success and impact. We are looking for our new leader to:

- Assist staff in securing diverse funding sources for projects that promote restoration and stewardship of a healthy watershed
- Collaborate and support partners, including federal, state, regional, and local agencies, as well as schools, organizations, tribal communities, landowners, industries, and businesses
- Be fluent with a variety of needs and cultures to lead the WWBWC

Through centering community, inclusion, and science, you will help us build watershed resilience and a deep sense of the place we call home.

POSITION SUMMARY

The Executive Director will carry out the mission and strategic direction of the Walla Walla Basin Watershed Council under the direction of the Council's Board of Directors. The Executive Director will collaborate closely with Council staff and key partners to implement programs, solicit necessary funding, and play a key leadership role in the long-term stewardship of the Walla Basin Watershed. In addition, the Executive Director will perform project management as needed based on WWBWC staffing. The Executive Director currently manages eight staff members and oversees an annual budget of approximately \$2 million.

RESPONSIBILITIES

Community Relations Outreach

Lead and work with jurisdictional partners (federal, state, regional, county, and city) to evaluate and identify watershed restoration and stewardship needs. Foster and maintain positive connections, good working relationships, and collaborative arrangements in and among the community, the WWBWC's constituencies, other watershed organizations, agencies, service groups, and committees.

Resource Development

Lead the organization's funding strategy to ensure that the WWBWC has the resources necessary to fulfill our mission and meet budget and operational goals. Pursue the development of additional support through new funding strategies and revenue sources. Work with partners to seek funding and initiate and complete projects.

Personnel Management

Direct and supervise staff, including recruitment, development, and retention. Sustain talented professionals through listening, coaching, skill growth, empathy, and trust. Act as a strategic thought partner for staff. Implement human resources policies, procedures, and practices.

Organizational Administration

Manage the WWBWC's day-to-day operations and legal obligations, foster fiscal and organizational sustainability, and develop operational plans. Implement best practices for nonprofit management and seek to improve outcomes and increase capacity. Develop organizational systems, plan for growth, and protect culture throughout necessary changes.

Budget & Finance

Manage all WWBWC budgeting and financial operations in cooperation with the Operations Manager and the Board. Provide oversight and accountability for financial resources. Administer Foundation grants effectively and fulfill requirements. Understand the organization's revenue sources, expenses, grant allocation, and overall financial model.

Programming

Support staff in overseeing the planning, implementation, and evaluation of the organization's programs and services. Monitor and evaluate the day-to-day delivery of the programs and services of the organization to maintain or improve quality. Oversee the planning, implementation, execution, and evaluation of special projects.

Strategic Direction

Work in partnership with the Board of Directors and staff to develop and execute the organization's strategic plan. Maintain a culture of growth and learning within the organization. Develop and maintain positive Board relations and look for opportunities to actively engage the Board.

A SUCCESSFUL CANDIDATE WILL BRING

- Relevant leadership experience in nonprofit management and governance.
- Knowledge of an environmental specialty related to the watershed's health, environmental management, environmental science, natural resource management, restoration ecology, and water quality or conservation science.
- Experience in governmental grant-based fiscal management and nonprofit budgeting.
- Successful track record in private fundraising with foundations, corporations, and/or individuals.
- Excellent verbal and written communication skills and good listening skills.
- Success in working with different populations and positively navigating conversations with constituents with varying points of view.
- Experience in work planning and strategic planning.
- Demonstrated experience responding to change, overcoming challenges, and learning from feedback.

- Understanding of current community challenges and opportunities relating to the mission of the organization.

Education Requirements

- Required: Bachelor's degree in a relevant field such as environmental science, ecology, natural resource management, hydrology, or nonprofit administration.
- Preferred: Master's degree in a related discipline (e.g., environmental management, conservation science, or organizational leadership).
- Alternative: In lieu of a bachelor's degree, candidates may demonstrate 7+ years of progressive leadership experience in watershed management, environmental restoration, or nonprofit operations, with evidence of applied knowledge in these areas.

Application Instructions

Interested candidates should submit a resume, cover letter, and references to Wendy.Harris@wwbwc.org. Please include "Executive Director Position" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.