



**Job Title:** Executive Director

**Salary Range:** \$50,000 – \$60,000 (Full Time Exempt)

**Benefits:** Medical Coverage and PTO Provided

**Location:** Corvallis, Oregon

**Application Deadline:** May 21<sup>st</sup>, 2018

**Preferred Start Date:** July 1<sup>st</sup>, 2018

### **MARYS RIVER WATERSHED COUNCIL**

The Marys River Watershed Council is seeking an **Executive Director** to manage the operations of our organization. The Executive Director reports directly to the Council's Board of Directors.

The Marys River Watershed Council is a 501(c) 3 nonprofit organization that works to inspire and support voluntary stewardship of the Marys River Watershed by partnering with landowners to enhance and steward our streams, forests and prairies. We also partner with our local schools to provide outdoor education opportunities for children to learn more about Oregon's wonderful natural resource legacy. The Council was formed in 1998 by residents in the community who had deep concerns about the quality of our water, the floodplains adjacent to these waters, and the native habitat and species associated with these streams and wetlands. We have a small staff of 2 full time employees and engage with an active group of volunteers, partners, and landowners to complete our mission and strategic goals.

Marys River Watershed Council is an equal opportunity employer and committed to equity as a core organizational value. Applicants who represent and demonstrate a strong commitment to issues of diversity, equity and inclusion are encouraged to apply. For more information about us, visit our website at [www.mrwc.org](http://www.mrwc.org).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### Leadership (10%)

- Represent Marys River Watershed Council (the Council) to government agencies, other organizations, the media, and the public
- Develop and maintain strong relationships with Council partners (funding agencies, foundations, other non-profit organizations, local and state government agencies) to identify larger-scale watershed enhancement and stewardship opportunities and strategies, and to implement shared priorities
- Lead implementation, periodic review, and updating of the Council's Strategic Plan, committee work plans, and the budget process to implement the mission, goals, and programs of the Council
- Participate in and provide guidance for Board and Committee meetings.

- Foster a work environment characterized by excellence, teamwork, creativity, and professionalism
- Commit to promoting the value of diversity, equity and inclusion as part of the fabric of our organization

#### Administration and Financial Management (25%)

- 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

#### Watershed Enhancement and Stewardship (30%)

- Consistent with Council and regional conservation strategies, identify actions of greatest priority to engage in larger-scale campaigns or programs with local partners
- Pursue appropriate strategies to implement the Council's stewardship and restoration programs, according to priorities identified in the Council's Strategic Plan
- Set watershed stewardship and enhancement goals and support staff in developing landowner partnerships for watershed restoration

#### Fundraising (25%)

- Sustain operational stability by diversifying the Council's funding base
- Oversee Council fundraising, including grant-writing and individual donor fundraising
- Coordinate major gift fundraising and sponsorships, and encourage planned giving
- Work with Board and staff to identify, prioritize, and implement outreach programs

#### Education and Community Outreach (10%)

- Work with partners to identify K-12 and adult educational opportunities and strategies
- Oversee program implementation, according to priorities identified by the Board in the Strategic Plan
- Oversee public forums and community engagement events to connect watershed residents to their watershed and the Council

### **PREFERRED QUALIFICATIONS**

- A demonstrated commitment to working with landowners to improve the quality of our streams, rivers and lands
- Minimum of a BA/BS degree in natural resource management, conservation or another related field of study and 2-5 years of experience in working for nonprofits with a conservation-based mission

- 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
- Grant writing and grant reporting skills
- Ability to develop and track organizational budgets
- Organizational leadership experience, particularly working with nonprofit boards and federal, state and local government entities.
- Must have a valid driver's license and be able to drive
- Operate under the highest ethical standards
- A demonstrated commitment to promoting and enhancing diversity
- Proficiency with standard computer software including Microsoft Office and database software programs
- Ability to work under pressure and deadlines

#### **TO APPLY**

Please email a cover letter, resume, and contact information for up to three references **all in a single PDF** to "[applications@mrwc.org](mailto:applications@mrwc.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 Michael Pope, MRWC Board Treasurer at that same address.

**Applications are only accepted electronically and are due by COB Monday, May 21st, 2018.**