Executive Director Position Announcement

About the Sandy River

The Sandy River flows approximately 57 miles (without dams since 2007) from its glacier water sources on Mount Hood to the mighty Columbia River near Troutdale. The 7,300-foot drop is the greatest free-flowing vertical descent of any river in Oregon. The watershed, covering 501 square miles, is located just minutes from metropolitan Portland, Oregon, providing habitat for fish and wildlife, recreational activities for hikers, paddlers, anglers and opportunities for restoration. The Sandy River illustrates the complex geologic and natural forces that have shaped the Pacific Northwest. The river moves rapidly through rugged canyons with deep boulders and pools, and gravel bars shaded by tall conifer forests. Weather patterns result in more than 100 inches of annual precipitation at higher elevations, creating a unique Pacific Northwest rainforest.

About the Sandy River Watershed Council

Our mission: To protect and restore the natural, cultural, and historic resources of the Sandy River watershed

The Sandy River Watershed Council (SRWC) is composed of people who live, work and/or play in the Sandy River watershed and representatives from public and private organizations that have an interest in the area. We work collaboratively to improve the health of the watershed for fish, wildlife and people through community engagement, education and habitat restoration. Founded by local residents in 1997, the Council is an independent, non-profit corporation. We are funded by government and private grants, matching funds from partners and contributions from community members. Partnerships with the watershed's diverse communities, particularly those that are traditionally underserved, is an important part of the work of the Council.

Our major program areas focus on restoration, education, and community engagement:

- Recent restoration accomplishments include the Sandy-Salmon Floodplain Reconnection and Mt Hood Community College stormwater retrofit
- The Education program serves students from programs of the City of Gresham, Metro, Urban Nature Partners, VIVE NW, local schools, Oregon Parks and Recreation Department
- Community engagement provides dozens of volunteer opportunities occurring throughout the year, including native shrub and tree plantings, Timberline to Troutdale river clean-ups and the Annual EcoBlitz at the Sandy River Delta.

Please visit www.sandyriver.org for more details about our accomplishments and current projects.

The Opportunity:

The Executive Director (ED) serves as the face of the Council, providing leadership and support across the organization, developing and implementing the strategic direction to further the mission, leading staff members and overseeing an annual budget of $500,000 to $1,000,000. The ED provides sound management of the organization's internal operations (financial functions, staff oversight, and team-building) and external relationships with other agencies and organizations. The ED is charged with ensuring SRWC maintains financial viability and functions as an innovative partner. The ED answers to the Council Board through the Chair and Executive Committee.

Essential Functions:

- Develops operational plans that reflect the goals, objectives and strategic direction of the Council
- Identifies, develops and strengthens relationships with community, partners and funders
- Speaks at events and sits on collaborative committees
- Responsible for fundraising, pursuing sponsorships, cultivating donor relations and grant writing
- Manages budget and ensures grant requirements are met
- Manages contracts that may exceed $1 million and involve multiple contractors over several years
- Develops RFPs for engineering, construction and strategic development projects
- Manages day-to-day operations and fosters a positive work environment
- Supervises and evaluates a professional and dedicated staff of five, ensuring appropriate allocation of staff time and coordination across programs
- Leads and supports the Council's commitment to justice, equity, diversity and inclusion goals
- Builds partnerships with diverse communities, particularly those who are traditionally underserved
- Supports the Council Board, providing materials for meetings, helping set agendas and assisting with member recruitment.

Qualifications:

The ideal candidate must genuinely care about people, be widely trusted, seen as a direct and truthful individual, must be approachable and able to create a climate in which people want to do their best.

- Minimum of a Bachelor's degree in natural resource sciences, business or public administration and 3-5 years of experience working for non-profits with a conservation mission. Additional years of related work experience and non-profit management training may substitute for a degree.
- Excellent communication skills in writing, public speaking and networking
- Strong interpersonal skills including the ability to effectively manage staff, cultivate a positive team environment and collaborate with partners
- Demonstrated success with non-profit fundraising, direct solicitation, and foundation, federal, state and corporate grant writing
- Ability to develop and track organizational budgets and work plans
- Experience writing RFPs and large construction contracts
- Passion to lead a nonprofit organization in watershed restoration, community engagement and education

March 1, 2020

Salary: $60,000 to $70,000 (DOE)

Benefits: 20 days paid time off annually, paid holidays, health and retirement plans, mileage for travel

Hours: 40 hours per week minimum, includes some evenings and weekends, flex time options

Application Deadline: March 31, 2020

To Apply

Please submit your resume and a cover letter to jobs@sandyriver.org

The SRWC is committed to hiring and supporting staff who reflect the diversity of our communities and creating safe and welcoming workplaces.

We are actively recruiting a diverse applicant pool through this announcement.

March 1, 2020