



Job Announcement:
Executive Director
Luckiamute Watershed Council

Join Our Team! *The Luckiamute Watershed Council (LWC) is a passionate group with a dedicated staff and Board. The LWC is leading watershed restoration in the Luckiamute and Ash Creek watersheds and partnering with other watershed groups to advance innovative regional initiatives.*

Position Summary

The Luckiamute Watershed Council (LWC) invites applications for its Executive Director (ED). The ED oversees the implementation of the organization's strategic plan, supports the Board of Directors, and directs the operations of the LWC.

Position Posted: December 22, 2023

Review of Applications: ongoing until position filled

Location: LWC office in Independence, Oregon. Options for partially remote work may be available, but regular project site meetings also required. Field work spans the [LWC service area](#).

Reports to / Primary Contact: The ED operates under the general direction of the Board and is accountable to the Board. The Board President is the primary point of contact for the ED.

Status: At-will, FLSA exempt, full-time.

Compensation: \$70,000 - \$85,000 / year depending on experience

Benefits: The LWC offers a competitive package of medical, vision, and dental insurance (for employees only), 11 floating paid holidays per year, paid time off, and up to 3% retirement matching.

About the Luckiamute Watershed Council

The LWC is staffed by a dedicated, interdisciplinary, lighthearted team who care deeply about the watershed community and ecological health in this corner of the mid-Willamette Valley. The LWC's mission is to engage and assist landowners and communities in the voluntary protection, restoration, and enhancement of the Luckiamute and Ash Creek watersheds, accomplished with the support of dedicated Board and committee members, volunteers, contractors, partners, and funders. Our work is guided by a Strategic Plan, Action Plan, technical assessments, monitoring data, and stakeholder input. Visit www.LuckiamuteLWC.org to learn more.

The LWC has embarked on an Equity, Diversity and Inclusion (EDI) journey, which includes Board and staff trainings and the development and application of an equity lens to our operations and programs. We believe that diverse perspectives strengthen an organization and encourage people with diverse backgrounds and life experiences to apply. The LWC is an equal opportunity employer and 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.

For Candidates Considering Applying

Studies have shown that Black, Indigenous, and People of Color (BIPOC), women, and other marginalized groups are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job. If you are interested in applying, we encourage you to think broadly about your background and qualifications and how not only your professional and educational experiences, but traditional, lived, and volunteer experiences contribute to meeting qualifications.

Job Duties and Responsibilities

The ED's responsibilities include working with the Board and committees, administering projects and programs, supervising and managing staff, managing budgets, fundraising through grants and other means, representing the LWC, conducting and overseeing community and landowner outreach, and managing the LWC's Equity, Diversity, and Inclusion (EDI) initiatives. Schedule is flexible. Some evening and weekend work is required.

- **Board Administration and Support:** Advises and keeps Board members informed about all council business and the laws affecting councils, assists with meeting development and preparation; interfaces between Board members and staff; and supports the Board's process for evaluating the ED.
- **Administration and Management:** Manages day-to-day operations and legal obligations of the LWC. Administers and manages grants and contracts.
- **Strategic Planning:** Facilitates strategic planning and regularly evaluates the LWC's goals and objectives, programs, services, roles, and responsibilities.
- **Management of Staff, Service Providers, and Volunteers:** Supervises, recruits, trains, directs, and evaluates LWC staff. Coordinates with service providers and supports volunteers.
- **Resource Development:** Researches and pursues grant funding in coordination with staff. Directs and participates in all fundraising activities with staff, committees, and Board.
- **Budgeting and Finances:** Directs all financial operations in cooperation with the Finance Committee and the Board. Ensures accuracy and provides grant administration and reporting to grantors.
- **Partnerships, Community Relations, and Events:** Maintains good relations with the community, LWC's constituencies, other watershed organizations, agencies, service groups, and committees.
- **Landowner and Community Outreach:** Coordinate with staff to develop and maintain professional relationships working toward project goals. Oversee community communications.
- **Equity, Diversity, and Inclusion:** In coordination with Board, committees, partners, and staff, the ED works to advance the LWC's EDI initiatives.
- **Other duties, as assigned by the Board:** Attend conferences and trainings, facilitating and presenting at meetings and events.

Minimum Qualifications and Characteristics

A SUCCESSFUL CANDIDATE WILL HAVE:

- Leadership experience and/or education in nonprofit management and governance or related field
- Experience in nonprofit fundraising, natural resource restoration grant writing, budgeting, and financial management
- Familiarity with modern project management methodologies and solutions
- Successful track record of writing and securing natural resource restoration grants, and/or success in raising private contributions from individuals or institutions
- Education or experience in natural resource management or community engagement around natural resource and conservation topics.
- Experience coordinating a program or multiple projects simultaneously
- Versatile communication skills
- An entrepreneurial spirit and enthusiasm to tackle landscape scale, multi-stakeholder issues
- 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 directing 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

Desired Qualifications/Characteristics

- Bilingual and bicultural lived experience, preferably Spanish language and Latino culture
- Some kind of experience/education/personal interest & passion for natural resources/conservation; familiarity with Willamette Valley flora and fauna preferred

Physical Condition Requirement: Duties include both indoor and outdoor tasks. Office work includes sitting, typing, standing, and moving supplies and gear. Some physical exertion is required for this position, including the ability to move 40+ pounds and use/operate LWC tools and equipment. Outdoor work often occurs in remote locations, in variable weather conditions, often on uneven ground and in stream channels. Work is conducted on private and public lands; driving personal vehicles on gravel roads is common. The LWC is friendly to adaptations and reasonable accommodations to perform essential job functions.

COVID-19 Vaccination Requirement: The LWC is committed to providing a safe, comfortable, and productive work environment for its employees. The LWC requires all staff to stay up to date on CDC COVID-19 vaccination recommendations. Accommodations for exemptions will be provided as required by law.

To Apply:

- Application Materials (use 11- or 12-point font; *combined materials should not exceed 5 pages*)
 - Resume of no more than two pages, including your phone and email contact information.
 - Cover letter of no more than two pages. Include your lived, professional, volunteer, and educational experiences related to the position responsibilities and qualifications.
 - Equity, Diversity, and Inclusion (EDI) statement of no more than one page. Discuss your experiences, education, and commitment to EDI. Provide a concrete example of your commitment and how you might apply it to your work in this position.
- Submit application materials and any questions via email to operations@luckiamutelwc.org
 - Email all materials as a single PDF document attachment. Begin the file name with your last name, for example *Harris_ExecutiveDirector.pdf*
 - Use the email subject line *Executive Director* when submitting your application.
 - Incomplete applications or materials submitted that do not follow the application instructions will not be accepted.

Hiring Process:

- Applicants' materials will be redacted for personal information to reduce the potential of bias by the hiring team and shared with an interview panel.
- Candidates selected for panel interview will be asked to provide three professional references at the time of the interview.
- Hiring of the selected candidate will be contingent upon the results of completing a pre-employment background check for identity verification and criminal background; adverse background data may be grounds for immediate disqualification.