

SPECIAL MEETING: Luckiamute WC ED Job Description & Announcement BOARD ACTION NEEDED!!!!

Karin Stutzman <KarinStutzman@outlook.com>

Wed 12/20/2023 1:58 PM

To:Karin Stutzman <KarinStutzman@outlook.com>;Nick Hazelton <nickhaze.hazelton@gmail.com>;Britton Castor <brittoncastor@gmail.com>;Jackson Stalley <stalleyj@wou.edu>;Jackson Stalley <stalleyj@mail.wou.edu>;Scott Youngblood <syblood541@msn.com>;David Ehlers <dave.j2etf.llc@gmail.com>
Cc:Kristen Larson <director@luckiamutelwc.org>;Maya Cook <operations@luckiamutelwc.org>

 2 attachments (253 KB)

2023 LWC_ExecutiveDirectorAnnouncement_V1.docx; ED Position Description_Updates2023_V5.docx;

Hello Good Board Members,

Your Urgent Action is needed to **review and hopefully approve** the attached revised and updated Position Description and Job Announcement.

This can be accomplished by going into the Chat Space (links are below), or reviewing the attachments to this email.

With Special Meetings and allowing for email approval, we can have a 48hr turn time. ***I am asking that you respond to this email by Friday, December 22, 2023 by 2 p.m.***

Then the Hiring committee will ask LWC staff to post these out to hiring sites.

We will probably have a 4-week window that closes on January 19th or 21st for the first round of applications.

Thank you for all you do for the LWC!

Karin Stutzman
Chair

LWC-Hiring Chat Space: [\[Redacted Link\]](#)

ED Transition & Hiring Committee Docs Folder:

[\[Redacted Link\]](#)

ED Position Description V5 (also attached):

[\[Redacted Link\]](#)

ED Job Announcement (also attached):

[\[Redacted Link\]](#)

[\[Redacted Link\]](#)



Maya Cook (She/her/hers)

Operations Coordinator

Luckiamute Watershed Council

Phone 503-837-0237 **Mobile** 503-660-8439

Web www.luckiamutelwc.org

Email operations@luckiamutelwc.org

165 D Street • Independence, OR 97351

From: Karin Stutzman <KarinStutzman@outlook.com>
Sent: Wednesday, December 20, 2023 11:58 AM
To: Maya Cook <operations@luckiamutelwc.org>
Cc: Kristen Larson <Director@luckiamutelwc.org>
Subject: Re: ED Job Description & Announcement

Hi. No, let's just get this going. Will you please attach the versions we want the board to review in an email, as well as a link to the chat space? I don't want to hold people up if they haven't signed up for the chat space yet.

Karin

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From: Maya Cook <operations@luckiamutelwc.org>
Sent: Wednesday, December 20, 2023 11:54:22 AM
To: Karin Stutzman <KarinStutzman@outlook.com>
Cc: Kristen Larson <Director@luckiamutelwc.org>
Subject: ED Job Description & Announcement

Hi Karin,

I had Kristen review the drafts of each document this morning. She made some minor changes for accuracy, and at this point I think they're ready to go to the board.

Although I haven't heard anything from Scott yet; do you want to follow up with him before sending?

Thanks,
Maya



Maya Cook (She/her/hers)

Operations Coordinator

Luckiamute Watershed Council

Phone 503-837-0237 **Mobile** 503-660-8439

Web www.luckiamutelwc.org

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Luckiamute Watershed Council

Executive Director Position Description

*Last updated and approved by the LWC Board, ******

Position Description: The Executive Director (ED) provides transparent, collaborative leadership in the planning and administration of programs and operations of the Luckiamute Watershed Council (LWC) in accordance with the LWC mission and goals. In addition to projects, services, events, personnel, and finances, the ED is the primary representative of the LWC's interests. The ED leads the implementation of the strategic plan and supports the Board of Directors (Board) in fulfilling its governance functions. This is a full-time, exempt position, employed by the Board.

Accountability: Operates under the general direction of the Board, to whom the ED is directly accountable, and communicates promptly as circumstances dictate. The ED works most closely with the Board President, but regularly engages with the other Board and committee members through regular reporting and meeting participation. The ED maintains practices that protect the LWC's good standing with funders, partners, contractors, and the watershed community.

Responsibilities: Board and committee engagement, program and project administration, staff supervision and direction, resource development, budget and financial management. Represents the LWC in affiliated professional spheres, builds relationships with landowners and the wider community, and implements the LWC's Equity, Diversity, and Inclusion (EDI) initiatives.

Board Engagement: Advises and informs Board; conveys Board directives to staff and advocates for staff needs; coordinates meeting preparation and annual ED evaluation process. Facilitates long- and short-range planning to advance LWC's strategic, programmatic, and fiscal goals. Regularly reviews bylaws, policies, and procedures and guides the update process. Knows and interprets relevant state and federal laws and policies for the Board and committees to inform decision-making. Participates in Board development, recruitment, orientation, and training.

Strategic Planning: Facilitates strategic planning process and regularly evaluates the LWC's goals and objectives, programs, services, roles, and responsibilities. Ensures effective implementation and monitoring of LWC projects and uses data to adapt strategies. When appropriate, recommends major changes, including for the termination or development of programs.

Organizational Administration: Manages LWC's day-to-day operations and legal obligations, fostering fiscal and organizational sustainability. Responds to media, agencies, partners, and other inquiries on LWC's behalf. Acts as a steward of LWC's culture, representing the mission and values at all times. Stays abreast of best practices for nonprofit management and seeks to improve outcomes and increase capacity. Develops organizational systems, plans for growth, and protects culture throughout necessary changes. Maintains an expectation of fairness and trust.

Personnel Management: Directs and supervises a staff of professionals, cultivating a positive culture of safety and empowerment through authentic leadership. Recruits, develops, and retains staff who are passionate about LWC's mission and goals. Sustains motivation through continuous performance management, supportive resources, and equitable performance rewards. Engages qualified contractors and consultants. Promotes and supports volunteer activities and ensures proper staff oversight. Monitors and maintains federal, state, and local HR compliance.

Resource Development: Secures funding for continued general operations, projects, outreach, education, and other Board initiatives through grants, partnerships, contracts, and donations. Directs and participates in fundraising activities and engages committee and Board support and participation. Provides staff resources and coaching to develop grants, calculate projected costs at the time of implementation, consider operational resource needs, and craft a narrative case.

Budgeting and Finances: Manages all LWC budgeting and financial operations, in cooperation with the Board and Finance Committee. Accepts fiduciary accountability for the control of resources and reports regularly on LWC's financial status. Coordinates and reviews work delegated to financial consultants. Administers grants effectively and fulfills all reporting requirements.

Partnerships, Community Relations, and Events: Fosters and maintains positive connections in and among the community, LWC's constituencies, other watershed organizations, agencies, service groups, and committees. Communicates and coordinates with funding agencies and other organizations central to LWC's mission and programs. Actively seeks to sustain and develop partnerships and coalitions with local community groups, universities, other regional organizations, and other watershed councils.

Landowner and Community Outreach: Guides staff in pursuing landowner agreements and cooperation for project implementation, communicating effectively with impacted parties, and maintenance of landowner databases. Directs development and distribution of the quarterly newsletter, *LWC Meanderings*, and the regular *Behind the Scenes* bulletins for Friends of the LWC.

Equity, Diversity, and Inclusion: Coordinates with Board, committees, partners, and staff, to advance the LWC's EDI initiatives. Organizes training, provides resources, and champions organizational changes to support inclusive operations, culture, and programs at LWC.

Professionalism: Maintains a high level of professional conduct, acting with integrity, humility, and respect. Knows limits, learns from mistakes, asks for help, and sets clear boundaries. Has the capacity to self-regulate, listen actively, and mediate positive outcomes to conflict.

Other Duties as Assigned: These may include attending conferences and workshops; planning, facilitating or presenting at meetings; participating in other activities as required by the Board.

Physical Condition Requirement: Physical exertion is required for this position, including the ability to move 40+ pounds and occasional use of power tools and equipment. Duties combine both indoor and outdoor tasks, and require the ability to work in variable weather conditions, often on uneven ground or in stream channels. Work is conducted on both private and public lands.

Position Details: Paid time off (PTO) and benefits are decided by the Board with reference to the LWC Personnel Policy. The position is funded through grants and donations. The ED is responsible for developing and maintaining funding for the position.



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 ##, 2023

Review of Applications: Review begins January ##, 2024; position open until filled.

Location: LWC office in Independence, Oregon. Options for partially remote work may be available, with regular project site meetings 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/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 / 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: The position is open until filled. Review of applications and scheduling of interviews will begin on ##### January, ##, 2024.

- Applicants' materials will be redacted for personal information to reduce the potential of bias by the hiring team.
- Candidates selected for an 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.

Re: SPECIAL MEETING: Luckiamute WC ED Job Description & Announcement BOARD ACTION NEEDED!!!!

Nick Hazelton <nickhaze.hazelton@gmail.com>

Wed 12/20/2023 2:05 PM

To:Karin Stutzman <KarinStutzman@outlook.com>

Cc:Britton Castor <brittoncastor@gmail.com>;David Ehlers <dave.j2etf.llc@gmail.com>;Jackson Stalley <stalleyj@wou.edu>; Jackson Stalley <stalleyj@mail.wou.edu>;Kristen Larson <director@luckiamutelwc.org>;Maya Cook <operations@luckiamutelwc.org>;Scott Youngblood <syblood541@msn.com>

Hey,

I approve of this updated Position Description and the Job Announcement.

Thanks,

Nick Hazelton

Re: SPECIAL MEETING: Luckiamute WC ED Job Description & Announcement BOARD ACTION NEEDED!!!!

SCOTT YOUNGBLOOD <SYBLOOD541@msn.com>

Wed 12/20/2023 6:47 PM

To:Karin Stutzman <KarinStutzman@outlook.com>

Cc:Nick Hazelton <nickhaze.hazelton@gmail.com>;Britton Castor <brittoncastor@gmail.com>;Jackson Stalley <stalleyj@wou.edu>;Jackson Stalley <stalleyj@mail.wou.edu>;David Ehlers <dave.j2etf.llc@gmail.com>;Kristen Larson <director@luckiamutelwc.org>;Maya Cook <operations@luckiamutelwc.org>

All,

I have reviewed both documents.

I approve of them both.

The ED announcements is one of the best I've read in this industry.

Nice work to everyone who helped on it!

Thanks to Karin for keeping this moving forward.

Talk to you soon,

Scott

Re: SPECIAL MEETING: Luckiamute WC ED Job Description & Announcement BOARD ACTION NEEDED!!!!

Britton Castor <brittoncastor@gmail.com>

Thu 12/21/2023 10:10 AM

To:Karin Stutzman <KarinStutzman@outlook.com>

Cc:David Ehlers <dave.j2etf.llc@gmail.com>;Jackson Stalley <stalleyj@wou.edu>;Jackson Stalley <stalleyj@mail.wou.edu>;
Kristen Larson <director@luckiamutelwc.org>;Maya Cook <operations@luckiamutelwc.org>;Nick Hazelton
<nickhaze.hazelton@gmail.com>;Scott Youngblood <syblood541@msn.com>

Approved, with dates filled in of course. Hopefully we can get this out there before the holidays!

~Britton

Re: SPECIAL MEETING: Luckiamute WC ED Job Description & Announcement BOARD ACTION NEEDED!!!!

David Ehlers <dave.j2etf.llc@gmail.com>

Thu 12/21/2023 9:53 AM

To:Karin Stutzman <KarinStutzman@outlook.com>

Cc:Nick Hazelton <nickhaze.hazelton@gmail.com>;Britton Castor <brittoncastor@gmail.com>;Jackson Stalley <stalleyj@wou.edu>;Jackson Stalley <stalleyj@mail.wou.edu>;Scott Youngblood <syblood541@msn.com>;Kristen Larson <director@luckiamutelwc.org>;Maya Cook <operations@luckiamutelwc.org>

Excellent, you should all be proud!

Re: SPECIAL MEETING: Luckiamute WC ED Job Description & Announcement BOARD ACTION NEEDED!!!!

Jackson Stalley <stalleyj@mail.wou.edu>

Fri 12/22/2023 12:44 PM

To:Karin Stutzman <KarinStutzman@outlook.com>

Cc:Nick Hazelton <nickhaze.hazelton@gmail.com>;Britton Castor <brittoncastor@gmail.com>;Jackson Stalley <stalleyj@wou.edu>;Scott Youngblood <syblood541@msn.com>;David Ehlers <dave.j2etf.llc@gmail.com>;Kristen Larson <director@luckiamutelwc.org>;Maya Cook <operations@luckiamutelwc.org>

Good morning!

I am back in the country and have reviewed the documents. My sincere apologies for the delay but I totally went off the grid while in Mexico. I see no issue but would look again if there are objections from others that I did not notice when reading.