



Position:	Executive Director
Salary:	\$50,000-\$70,000 (DOE)
Benefits:	17 days PTO (starting), 10 holidays, major medical, prescription, dental and vision plan, life insurance, SIMPLE IRA retirement plan (3% employer match)
Hours:	40 hours per week minimum, includes regular evenings and weekends. Flex time and telecommute options provided.
Location:	Whitaker Ponds Nature Park NE Portland
Reports to:	Board of Directors
Application Deadline:	September 20 th , 2018 at 4:00 PM
Preferred Start Date:	November 1 st , 2018

About the Council:

The Columbia Slough Watershed Council is a 501(c)3 nonprofit organization. The Council's mission is to protect and enhance the Columbia Slough and its watershed through community engagement, education, and restoration. The council is a diverse group of neighbors, property owners, businesses, environmental groups, recreation advocates, and government agencies who work to restore and enhance the 60 miles of waterways, wetlands, and slow moving channels known as the Columbia Slough. Also, located deep below the Columbia Slough Watershed are aquifers that serve as Portland's back-up drinking water supply, the Columbia South Shore Well Field. Through stewardship, education, recreation activities and active problem solving the Council is committed to action to preserve, protect and enhance the watershed. The Columbia Slough Watershed Council recognizes that human and ecological diversity is a fundamental strength of our community. We are committed to engaging participants, volunteers, staff, partners, and council members who live, work, and play in the watershed. The Council has a Justice, Equity, and Inclusion (JEDI) Plan that prioritizes reaching and serving populations who are traditionally marginalized and may not otherwise have a connection to nature and the environment.

About the position:

The Columbia Slough Watershed Council is seeking an Executive Director to manage the operations of our organization. The ED serves as the face of the council and implements actions to fulfill the organization's mission and strategic plan. The ED manages all aspects of the Council's day to day operations including managing the board, supervising staff, budgeting, and achieving organizational goals. The Executive Director operates under the general direction of the Council's Board of Directors.

Essential Functions:

Serves as the Face of the Council

- Develops and strengthens relationships with community, partners, and funding organizations
- Grows Council network of partners and engaged community members
- Collaborates with partners and funding organizations
- Builds long-term financial stability that is a balance of grants, government and private support
- Speaks at events and sits on collaborative committees
- Fosters relationships with elected officials from Portland, Gresham, and Fairview

Implements actions to fulfill mission and achieve goals

- Responsible for all aspects of fundraising for the organization, including pursuing sponsorships, cultivating donor relations, and grant writing
- Manages day-to-day operations
- Supervises staff of five FTE, each with their own program area, and assists with supervision of AmeriCorps or other interns or seasonal staff, as needed



- Ensures appropriate allocation of staff time annually to achieve goals and to limit stress and use of overtime
- Ensures staff are coordinating across programs as appropriate
- Acts as fiscal agent and mentor for Nadaka Park Programs
- Fosters a positive work environment
- Manages the budget and assures grant requirements are met
- Lead and support the Council's work in addressing JEDI goals and values

Manages the Board

- Maintains and nurtures this high-functioning, consensus-based organization
- Works with Board and communities to recruit and retain new Board members, as necessary
- Works with Executive Committee to create the meeting agendas
- Provides materials for Board meetings and arranges the venue
- Oversees annual meeting calendar and ensures public meeting notices are released

Preferred Qualifications:

- Minimum of a Bachelor's degree in natural resource sciences, business, public administration, or communications and 2-5 years of experience working for non-profits with a conservation-based mission. Additional years of related work experience and non-profit management training may substitute for a degree.
- Excellent communication skills including writing, public speaking, and networking
- Ability to work with diverse people and develop positive working relationships
- Strong interpersonal skills including ability to effectively manage staff, to cultivate a positive team environment, and to collaborate with partners
- Demonstrated success with nonprofit fundraising, including grant writing
- Organizational leadership experience, particularly working effectively and collaboratively with nonprofit boards and
- Ability to develop and track organizational budgets
- A demonstrated commitment to promoting and enhancing diversity, equity and inclusion and implementing the Council's JEDI Plan
- Available in the evenings, weekdays, and/or weekends for 4 to 5 days per month
- Proficient in standard computer software including Microsoft Office & Adobe Suite. Experience with Quickbooks and Donor tracking software a plus!
- Ability to speak and write in Spanish, Russian, Vietnamese, or other languages spoken in the watershed
- A commitment to urban watershed restoration, enhancement, and education

Work Environment:

85% office, 15% outside office

Travel and Safety Requirements:

Travel by car, valid driver's license and reliable transportation, the ability to be insured for vehicle usages, willingness and ability to use personal transportation related to work (mileage reimbursed) is required. Appropriate field and safety attire required as event dictates.

The Council is an equal opportunity employer.

To Apply

Please email a cover letter, resume, and three professional references in a single PDF to info@columbiaslough.org with Executive Director Position in the subject line. Address any questions to info@columbiaslough.org.

Applications are due by 4:00 PM (Pacific Time Zone) on Monday, September 20, 2018.