



## JOB ANNOUNCEMENT

### EXECUTIVE DIRECTOR

#### SALARY

\$90,000 - \$95,000 per year, depending on qualifications

#### BENEFITS

Sick Leave

Vacation

10 Paid Holidays

100% Employer Paid Health, Vision,  
Dental Insurance

#### HOURS

Full time: 32-40 hours per week

#### LOCATION

Washington State

Yakima Office or remotely, anticipate  
10-25% travel.

*If remote work is requested, preferred  
location is within two hours of Yakima*

Application Due:

June 10, 2024 or until filled

#### TO APPLY

Submit a resume, one page cover letter,  
and three professional references to:  
Todd Greenwood, WRCD Board of  
Directors, President at  
[toddg@zwrob.com](mailto:toddg@zwrob.com)

#### ABOUT US

The [Washington Resource Conservation and Development Council](#) (WRCD) is a statewide 501(c)(3) nonprofit organization.

*Our vision is for Washington's communities and landscapes exhibit resilience in the face of environmental and economic issues. Our mission is to empower communities by equipping them with the tools, resources, capacity, and connections necessary to adapt to the changing world.*

We serve to support place-based leadership in community wildfire adaption, landscape restoration, and salmon habitat restoration. We partner with local organizations and state and federal entities to support community-based initiatives through facilitation, project management, technical assistance, training, planning, grant-making, and community-building.

#### OUR VALUES

Every team member who joins the WRCD is expected to embody WRCD's [Core Values](#) and [Commitment to Equity](#).

#### ABOUT THE ROLE

The Executive Director is responsible for providing strategic leadership, overseeing day-to-day operations, and ensuring the organization achieves its mission and goals. They report to the Board of Directors and work closely with staff, stakeholders, and partners to drive the organization forward.

*The WRCD is an equal opportunity provider and employer.*

## RESPONSIBILITIES

1. **Diversity, Equity, and Inclusion Leadership:** Champion diversity, equity, and inclusion initiatives, integrating principles into all aspects of organizational culture, policies, and practices. Lead efforts in promoting diversity in hiring and creating an inclusive environment for staff and stakeholders from diverse backgrounds.
2. **Strategic Leadership:** Execute the strategic plan in alignment with the organization's mission, vision, and values in collaboration with the Board of Directors and staff.
3. **Financial Management:** Oversee budgeting, financial planning, and fundraising efforts, ensuring the organization's financial health and sustainability. Facilitate federal audits and complete state and federal nonprofit reporting requirements.
4. **Operational Oversight:** Provide leadership in program implementation, organizational development, and administration. Maintain organizational records and IRS 501(c)(3) status.
5. **Board Relations:** Collaborate with the Board, providing updates and facilitating governance matters.
6. **External Relations:** Serve as the primary spokesperson, building and maintaining relationships with stakeholders and partners.
7. **Resource Development:** Identify growth opportunities, develop partnerships, and secure funding.
8. **Risk Management:** Assess and mitigate risks, ensuring compliance with laws and ethical standards.
9. **Performance Evaluation:** Establish metrics to assess organizational effectiveness.
10. **Organizational Culture:** Foster a positive, inclusive culture and stay informed about relevant trends.
11. **Professional Development:** Stay informed about best practices and support staff development.
12. **Staff Management:** Recruit, employ, and oversee personnel, ensuring sound human resource practices.
13. **Organizational Representation:** Increase impact and visibility through partnerships and communications.
14. **Supervision and Oversight:** Responsible for personnel recruitment, evaluation, and HR practices.
15. **Policies and Procedures:** Develop and maintain compliant personnel and financial policy manuals.

## REQUIRED QUALIFICATIONS

- Bachelor's degree required, advanced degree preferred.
- Proven leadership experience in a nonprofit, government, or corporate setting.
- Strong strategic planning and financial management skills.
- Excellent communication, interpersonal, and negotiation abilities.
- Ability to build and maintain effective relationships with diverse stakeholders.
- Demonstrated commitment to the organization's mission and values.
- Excellent interpersonal skills and ability to collaborate effectively with teams and partners.

## DESIRED APPLICANT ATTRIBUTES

- Experience working with a Board of Directors.
- Commitment to diversity, equity, inclusion, and justice.
- Ability to learn, understand, and communicate about natural resource issues, including salmon habitat restoration, wildfire disasters, preparedness, recovery; forest and landscape restoration; and community wildfire resilience topics.
- The candidate should bring a strong sense of self-initiative, organization, and passion for working with people.
- Practiced writing, speaking, reporting.
- Experience working remotely and with a remote team.