



Job Description

Position: Executive Director

Reports to: Board President

Location: Must be located in Washington State and able to be in the Yakima office as needed for Operational Oversight. Minimum 2-3 times per month.

Salary: \$90,000-\$95,000/year. Full-time, Exempt.

Benefits: Health Benefits for employee; Vacation, Sick, Holiday. Travel from Home Office.

Organization:

The Washington Resource Conservation and Development Council (WRCD) serves to empower communities by equipping them with the tools, resources, capacity, and connections necessary to adapt to a changing world. Current programs support place-based leadership in community wildfire adaptation, landscape, and salmon habitat restoration. We do this by partnering with local organizations and state and federal entities to support community-based initiatives with facilitation, project management, technical assistance, training, planning, grant-making, fiscal sponsorship, community building and working to resolve identified policy issues.

In establishing our 2022-2025 Strategic Plan, WRCD focused on 4 key areas:

1. Diversity, Equity, and Inclusion: inspire, enable, and cultivate a shared culture of conservation that includes all community members.
2. Programs: Maintain and invest in quality programming.
3. Organizational Capacity: Develop capacity and build for the future.
4. Marketing and Communication: Radically increase awareness and knowledge of WRCD—who we are, what we do and why, and how and who we partner with.

Position:

WRCD is looking for the next Executive Director. This individual provides strategic leadership working with the Board of Directors, staff and partners, develops fundraising strategies as well as overseeing day-to-day operations, and fiscal and organizational management.

Our Executive Director has experience in rural Washington communities and engages in partnerships to leverage opportunities and support partners and staff in accessing resources to meet their program goals.

Responsibilities:

Resource Development: The Executive Director is the lead fundraiser for WRCD. Currently, 90% of funding comes from local, state, and federal contracts and grants.

- Analyze organizational capacity and gaps to achieve goals. Implement a plan for diverse and sustainable funding.
- Increase coordination, collaboration, and integration across programs and projects, both internally and externally.
- Retain an engaged and knowledgeable staff by increasing staffing capacity and achieving a more balanced workload.
- Advocate for local, state, and federal agreements and contracts.
- Work with Program Teams on grant identification, development, and reporting including evaluation metrics and reimbursement reports.
- Evaluate the organization for individual donations and engage the board in process of building a fundraising program to include: annual giving, major donors and planned giving options.

Staff Management: Staff includes: Strategy and Partnerships Director, 4 Program Managers; 3 support staff representing over 50 years of experience with restoration and wildfire adaptation.

- Provide support, guidance, and direction to enable staff to successfully implement programs.
- Build a staff culture respectful of all diversities and geographic service areas.
- Maintain all documentation for hiring/firing/evaluating staff.
- Provide annual reviews and professional development opportunities to grow and retain staff.

Operations: Serve as the point of contact for all business functions of WRCD including finance, operations, and facilities.

- Work directly with the bookkeeper and contracts staff to maintain a system of reimbursements and billings for all restoration and adaptation projects.
- Fiduciary contact for state reports, insurance, contracts, tax filing and audits.
- Provide all updates to the board of directors and grantors on all projects.
- Develop strategic initiatives and implementation plans with the board of directors for successful growth of the organization.
- Oversight of fiscal sponsorships.

Board/Community Relations: engaging board and partners in the work of WRCD encouraging advocacy, engagement, and strategic visioning.

- Engage community members/partners in ongoing dialogue on the importance of WRCD work.
- Maintain board meeting schedule, committee schedule, nomination schedule.
- Build strategic planning process including implementation strategies and tactics for successful implementation.
- Expand partnership opportunities, as available, across Washington state.

Qualifications:

- Work experience and/or a bachelor's degree in resource management, restoration, nonprofit management, or other similar training.
- Ability to manage staff and board and empower the community to engage in projects that impact the lives of individuals in rural and rural-urban interface communities.
- Experience with the successful implementation of diversity, inclusion, and equity values that enhance the work culture and community engagement.
- Strength in fundraising, grant writing, grant management, and state, federal, and foundation funding models.
- Ability to develop budgets, analyze financial reports and funding streams, and provide transparent reporting to the board and community.
- Demonstrated ability to communicate to a wide variety of audiences in writing and speaking.

Application information:

Nonprofit Professionals Now is pleased to be working with WRCD on this key leadership position. All applications need to include a resume and cover letter and will be reviewed by the application deadline.

Submit information to: <https://bit.ly/WRCDeDapp>

Application deadline: September 24, 2024