



*Promoting ecologic and economic resiliency in  
the Coquille watershed.*

## **Job Announcement - Executive Director**

**Job Title:** Executive Director (ED)

**Reports to:** Board of Directors

**At Will, Salaried Exempt Position**

**1.0 FTE (40hrs/week) – Grant funded**

**Starting Compensation:** \$62,400 to \$72,800 commensurate with experience

**Office Location:** Coquille, OR

**Benefits:**

- Health Insurance (medial, vision & dental)
- Paid Time Off - 80 hours paid vacation (increases with additional years of service), 40 hours paid sick, 11 paid holidays (8 hours/each)
- Short term disability insurance coverage
- Retirement (IRA with 3% employer match)

### **About the Coquille Watershed Association**

Our mission is to work collaboratively with landowners to develop and implement voluntary watershed restoration, enhancement, and engagement activities that promote healthy and resilient ecosystems and economies in the Coquille watershed. CoqWA is a 501c3 non-profit organization that was formed over 25 years ago by a small group of local citizens who were concerned about the health of the watershed and its fish and wildlife resources. Since that humble beginning, CoqWA has established restoration, monitoring, and educational programming that is valued and supported throughout the community. We work with a diverse group of landowners, industries, and agency partners to accomplish watershed enhancement and restoration objectives. CoqWA is led by a volunteer Board of Directors representing landowners, business owners, stakeholders and community members. CoqWA is also advised by technical experts housed in local, state, and federal natural resource agencies. The Association is funded from state, federal and private grants & donations, grant writing and fundraising is a continuous activity to support ongoing programming and operations. The Association maintains positive, strong relationships with several funders.

**For more information:** <https://www.coquillewatershed.org/about-us/accountability/>

**Work Environment:** Here at CoqWA, we value our collaborative, supportive workplace culture that contributes to our success in accomplishing high value, high impact projects throughout the watershed. By applying to work with us you have the opportunity to join a small but mighty staff team working cohesively to enhance our organization and our watershed. Located on the beautiful South Coast of Oregon, CoqWA maintains a fully equipped office in Coquille, OR and staff are also supplied with a laptop and \$30/month cell phone reimbursement to facilitate effective and efficient remote work. CoqWA is also dedicated to supporting a positive work/life balance, promoting a flexible work schedule for staff that is agreed upon by staff and their supervisor.

### **Position Summary**

The ED will carry out the mission of the Association under the direction of the Board of Directors. The ED is directly supervised by the Executive Committee of the Board of Directors. The ED will play a key leadership role in the long-term stewardship of the Association and will demonstrate a

Coquille Watershed Association  
390 N. Central Blvd., Coquille, OR 97423  
[www.coquillewatershed.org](http://www.coquillewatershed.org)

strong commitment to watershed enhancement. The ED position requires an applicant interested in the nexus of conservation, leadership, and business. The ED works to sustain capacity, evaluate effectiveness, and implements continuous improvement to promote organization resiliency. The ED sees the big picture, thinks strategically, and identifies and tracks details and deadlines. The ED must be capable of building consensus while honoring, including, and respecting opposing viewpoints, and be able to effectively navigate issues that may be divisive at times. Collaboration is a core value of the Association and the ED must be capable in fostering positive collaborations among staff, Board, and external partners that enhance organization efficiency and/or result in greater programming outcomes. The ED leads and manages a staff of 5, who develop and manage a range of restoration, monitoring, education and community programs. The ED will represent the organization in several local, regional and state-wide forums and engage in public speaking. The ED ensures programming is current in the context of changing environmental conditions and aligns within the context of strategic and technical action plans. The ED develops and manages large budgets with public and private funding sources and is a financial leader of the organization. The Association maintains an average annual budget of approximately \$1million/year, comprised of over 50+ active grants. The ED is responsible for ensuring all financial obligations are met in close collaboration with staff and the Board Treasurer.

## **Essential Functions of the Position**

### ***Strategic and Long-Term Planning***

- Play a lead role in defining and seeking solutions to key issues in the watershed through innovative strategic planning efforts
- Track and work on goals, objectives, and strategies as outlined in the current 5 year Strategic Plan
- Communicate regularly to the Board, staff, and the public on priority strategies and initiatives for the Association (e.g. policy development, new projects, etc.)

### ***Programming Development and Implementation***

- Initiate forums to engage stakeholders and promote viable solutions to enhance watershed health. Support outreach and recruitment of private landowners to collaborate with on projects.
- Support and advise staff in the development of projects and new programming as aligned with strategies and plans.
- Write and/or edit grants to secure funding for projects and programs.

### ***Outreach & Relationship Building***

- Excite the community through innovative outreach approaches that share our work and mission. Present to various target audiences on CoqWA related activities.
- Listen and learn from diverse voices and perspectives. Foster relationships with individuals and groups not previously represented or involved in programs.
- Establish and maintain relationships with key funders, community members, and officials.
- Ability to create and maintain collaborations with other external organizations.
- Coordinate regular publications (e.g. annual report) to promote the work of the Association.

### ***Staff Supervision and Support***

- Supervise staff through regular communications and check-ins, approval of annual staff work plans, performing annual reviews and managing any HR issues.
- Motivate and coach staff to promote growth and inspire the team, oversee professional development plans.
- Provide constructive feedback as needed.
- Oversee selection/renewal of employee benefit packages.

### ***Financial Leadership and Oversight of Organization Operations***

- Ensure financial accuracy (work with the staff Bookkeeper to ensure that the transactional and operational finance tasks are completed, review and sign contracts, review grant expense reports, review and sign fund requests, review financial reports, review and approve bills and timesheets, review bank statements & reconciliations, etc.).
- Implement, follow, and enforce internal controls.
- Develop, update and track annual budget. Use financial data to evaluate financial standing and inform decisions on funding allocations.
- Communicate regularly to staff, board, partners, and public on the organization's financial position.
- Ensure all legal and financial obligations are met (e.g. annual 990 form filing).
- Diversify funding sources and support unrestricted fundraising activities.
- Develop, review and update policies and procedures in collaboration with staff and board.
- Assist with Board meetings by collating agendas, minutes, and supplemental materials (staff reports, financial reports, speakers, etc.).
- Oversee contractors that support office operations (e.g. IT support contractor).

## **Qualifications**

### ***Education Requirements***

- Bachelor's degree in applicable field of study required.
- Master's degree in applicable field of study (2 years of commensurate experience may substitute for a Master's degree.)

### ***Professional Experience Requirements***

5 years of relevant professional experience that includes (in order of priority):

- Leadership experience. Examples of desired prior leadership experience include: staff supervision, motivating external partners, providing strategic vision, fostering mutually beneficial collaborations, etc.
- Cultivating a high level of emotional intelligence and an ability to foster a positive and constructive environment for effective dialogue. Ability to navigate working with people that hold diverse viewpoints and to navigate difficult conversations/conflicts that may arise.
- Being a systems thinker with the ability to prioritize workflow to meet both near term deadlines and long-term goals.



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- Excellent written and verbal communications skills. Demonstrated experience with grant writing, writing scientific reports or papers, and/or writing for a general, non-science audience. Demonstrated experience in public speaking.
- Prior experience in natural resources and conservation.
- Strong project management skills, including but not limited to ability to set and implement on effective goals and objectives, problem-solve, manage workload, meet deadlines, oversee contracts and grants, etc.
- Past experience in (or demonstrated aptitude to learn) the core elements of non-profit financial oversight.
- Working knowledge or ability to learn computer software programs as needed.

### *General Requirements*

- A positive attitude with a flexible approach to work and willingness to take on new projects or tasks as needed. Work may require some evenings and/or weekends.
- Willingness to conduct in-state travel, occasional out-of-state travel and be comfortable with working evenings and weekends as job responsibilities demand.
- Valid driver's license required and use of personal vehicle for travel. Mileage will be reimbursed at the state approved rate.

### *To Apply:*

Email the following documents as PDFs to [hire@coquillewatershed.org](mailto:hire@coquillewatershed.org) with the subject line: "[LAST NAME] Executive Director Application"

- 1) Cover letter addressing your interest in the position, qualifications and examples of experience related to this position.
- 2) Resume.
- 3) List of 3 references (references will not be contacted without prior notification to candidates).

The position will remain open until filled. Applicants are encouraged to apply promptly.

The Coquille Watershed Association is an equal opportunity employer.