



# NETWORK of OREGON WATERSHED COUNCILS

## **Job Announcement Executive Director Network of Oregon Watershed Councils**

**The Position:** The Network of Oregon Watershed Councils (NOWC, pronounced “now-see”) is seeking a full-time Executive Director (ED) to implement its Strategic Action Plan by leading the organization, supporting its members, and increasing organizational capacity. The ED works closely with and reports to an Executive Committee and Board; and interacts regularly with member organizations, the Oregon Conservation Partnership, state and federal agencies, and legislators.

**Status & Compensation:** This full-time position pays \$80,000.

**Benefits:** NOWC values providing benefits that are flexible and a good fit for an individual’s needs/preferences; therefore, a monthly stipend is offered to be applied to health/vision/dental coverage. Other benefits include PTO and sick/vacation time, employer-matching retirement plan, and a stipend for use of shared or personal technology. Mileage plus meal expenses for overnight trips for periodic statewide travel are reimbursed based on state rates.

### **About the Organization**

**About the Network of Oregon Watershed Councils:** NOWC is a member-serving organization that works statewide to support the work of Watershed Councils by increasing council capacity, representing councils with key partners and funders, and convening council staff and board members to learn from each other. Oregon’s watershed program has operated for over 30 years, and is supported by a range of state and federal funding. Our mission is to support the work of Watershed Councils in their efforts to enhance watershed health. NOWC connects Watershed Councils with each other – we provide training, share resources, and support a collaborative community of natural resource professionals, learning and working together.

**About Watershed Councils:** There are over 70 community-led Watershed Councils across Oregon. Most are small, non-profit organizations based in their local communities, sharing similar goals and challenges but spanning varied geographies across the state - rural and urban, east and west. Watershed Councils work with a diverse range of partner organizations, communities, and landowners, advancing the Oregon Plan for Salmon and Watersheds. They assess and monitor environmental conditions, and conduct projects to conserve, restore and enhance the rivers and the lands that drain into them for native species and people.

**NOWC’s Organizational Structure:** NOWC is currently a single-staff organization led by an elected Board composed of energetic and engaged leaders connected with watershed restoration efforts across the state, and many Board members direct their own nonprofit watershed organizations. NOWC updated its comprehensive Strategic Action Plan in 2024, which spells out specific goals, outcomes, and measures that guide the work.



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**Funding:** NOWC is supported in part by Oregon Watershed Enhancement Board ([OWEB](#)) funding provided to the Oregon Conservation Partnership ([OrCP](#)), working closely with partnership members including the Oregon Association of Conservation Districts (OACD), the Coalition of Oregon Land Trusts (COLT), and Oregon Conservation & Education Assistance Network (OCEAN). Other sources of NOWC funding include member organization dues, donations, and grants.

**Workplace Information:** NOWC does not have a physical office; the ED will be provided with a laptop computer, office equipment and supplies and will spend much of their time working on their computer and on phone calls. Occasional site visits and outdoor meetings, tours, and field trips will require walking and standing. Many meetings are held virtually, but statewide travel is expected and some evening and weekend work may be necessary. Periodic trips to Salem will be required for meetings with agencies and legislators.

### Position Description

The Executive Director position is guided by the NOWC Strategic Action Plan (SAP) which was updated in 2024 and is available at <https://www.oregonwatersheds.org/who-we-are/downloads/>. The SAP details objectives for program deliverables and organizational growth, which are carried out by the ED **and** several active and engaged committees:

#### Strategic Action Plan: Program Deliverable Objectives

- Support Watershed Council organizational development (Board support, Coordinator support)
- Provide and maintain a resource hub for information relevant to Watershed Councils (information, templates, expertise)
- Effectively connect Watershed Councils with one another
- Add value to Watershed Council organizational, educational and outreach endeavors
- Represent and advocate for Watershed Councils (with state agencies and elected officials)

#### Strategic Action Plan: Organizational Growth Objectives

- Expand the NOWC Board and Committees to bring desired skillsets, capacity to contribute time/expertise, and/or identify as a member of an underrepresented/underserved community
- Seek and obtain more diverse funding from a variety of sources to support the long-term growth of the organization
- Ensure that NOWC is advancing the work by serving and supporting the work of Watershed Councils



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### **Responsibilities**

- Work in reciprocity with the NOWC's Board, and the Member Services, Government Relations, and Business Development Committees
- Manage day-to-day operations
  - Implement SAP in collaboration with NOWC Board
  - Coordinate with bookkeeper and treasurer to provide financial statements to board
  - Provide financial oversight, manage grants & contracts
  - Participate in the Oregon Conservation Partnership (goals & workplan)
  - Manage internal systems (contact databases, etc)
- Secure funding sources for NOWC operations and organizational growth including both existing and new grants and other opportunities
- Represent NOWC, and by extension Oregon's Watershed Councils, in the community, with partners, and in legislative settings
- Implement NOWC's role as clearinghouse between WCs, committees and board, agencies, and funders by tracking and disseminating relevant information to appropriate groups
- Support Watershed Councils across Oregon by facilitating access to training & professional development in response to administrative needs identified by members (such as non-profit business management, human resources, and outreach)
- Maintain relationships and consistent communication with Watershed Councils and other partners

### **Encouraged to Apply**

NOWC is committed to promoting a diverse and inclusive organization and we are most interested in finding the best candidate for the job. We encourage all applicants to apply even if they may not meet all the qualifications. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. We welcome diverse backgrounds, perspectives and voices and do not discriminate.

NOWC seeks an individual with the ability to support natural resources professionals while administering a solvent and growth-oriented organization. To accomplish the above responsibilities, we seek an applicant with the following qualifications:

### **Minimum Qualifications:**

- A minimum of a bachelor's degree in a below relevant or supportive field; or a combination of training, education, and professional and/or lived experience that would serve this multifaceted position
  - Natural Resources, Nonprofit Management, Public Policy/Administration, etc.
- Record of successful partnership and collaborative work
- Demonstrated experience in grant writing & stewarding relationships with funders
- Experience in managing finances and contracts/grants
- Experience or training in nonprofit management (budget, committees, & board)



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- Excellent facilitation, meeting, and project management skills
- Self-motivator with excellent time management
- Outstanding written and verbal communication skills
- A valid driving license

### **Desired Qualifications:**

- Familiarity with/affinity for Oregon Watershed Councils
- Experience working with policy, legislation, and state and federal agencies
- Comfortable with public speaking
- Fluency with, and/or ability to learn, computer programs & software used in communications & administration - Google Suite, MailChimp, WordPress, and others

### **How to Apply**

**Date Posted:** Sept 12, 2024

**Please submit application materials:** In PDF format via email to [kristen@nfjdw.org](mailto:kristen@nfjdw.org); please include:

- 1) A cover letter addressed to the NOWC Board, which is no more than two pages and describes your qualifications and interest in the position.
- 2) Resume that demonstrates how you meet the qualifications for the role and describes your experience and key accomplishments.
- 3) 3 professional references with contact information (name, phone, and e-mail) and brief description of your relationship.

**Closing:** Review of applications will begin October 9, 2024 and the position will be open until filled.

**Interviews:** Interviews will be held the weeks of October 21st and 28th, likely by video conference.

*Please reach out to us if you have any questions!*

For more information about the Network of Oregon Watershed Councils, visit <http://www.oregonwatersheds.org/>.