



*Inspiring and supporting  
voluntary stewardship of  
the Marys River watershed.*

## **Position Description:** Executive Director

The **Marys River Watershed Council (MRWC)** Executive Director is responsible for the implementation of the organization's strategic plan, supports the board of directors, and directs the operations of MRWC. The position provides leadership to fulfill the MRWC mission, including a commitment to equity, diversity, and inclusion. Duties include organizational management, financial management, partnership development, project oversight, public relations, event planning, fundraising, and staff mentoring and management.

**Reports to:** under the general direction of the MRWC Board of Directors and is accountable to the board. The Board Chair is the primary point of contact.

**Status:** At-will, 1.0 FTE (approximately 40 hours per week), FLSA-exempt full-time salaried position

**Compensation:** Range of \$75,000 - \$95,000 commensurate with experience.

**Benefits:** MRWC offers a competitive package of medical and dental insurance, paid time off, and up to 3% retirement matching in a SIMPLE IRA.

**Location:** This position is based out of the Marys River Watershed Council office in Corvallis, Oregon. The position requires the successful applicant to be locally-based.

### **Recruitment Timeline:**

Position Posted – August 6, 2025

Preferred Application Deadline – August 31, 2025

Open until filled

## **About Marys River Watershed Council**

The Marys River Watershed Council is a 501(c) 3 nonprofit organization that works with landowners, businesses, and government agencies to implement in-stream, riparian, and upland restoration, monitoring, education, and outreach activities that improve the health and function of the Marys River watershed. The mission of Marys River Watershed Council is to inspire and support voluntary stewardship of the Marys River watershed.

Marys River Watershed Council was founded in 1996 and is staffed by a committed and interdisciplinary team who care deeply about the watershed community and ecological health of the Marys River watershed. MRWC has embarked on an Equity, Diversity and Inclusion (EDI) journey which includes Board and staff trainings, and the development and application of an equity lens to our operations and programs. MRWC believes that diverse perspectives strengthen an organization and encourages people with diverse backgrounds and life experiences to apply. MRWC is an equal opportunity employer and prohibits discrimination on the basis of race, color, national origin, age, disability, sex, gender identity, sexual orientation, religion, political beliefs, income status, marital status, or familial or parental status. More information: [www.mrwc.org](http://www.mrwc.org).

## **Position Duties and Responsibilities**

### **Organizational Management Duties**

- **Human resources:** Supervise, recruit, train, direct, and evaluate all MRWC staff. Coordinate with service providers, contractors, and volunteers. Stay informed on all laws affecting human resources. Foster a work environment characterized by excellence, teamwork, creativity, and professionalism.
- **Administration and management:** Manage day-to-day operations and legal obligations of MRWC. Review, administer, and manage grants and contracts.

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- **Risk management:** Recommend and implement organizational risk management strategies including remaining apprised of and implementing applicable and necessary insurance coverage for all programs, policy development, and legal consultations as necessary.
- **Strategic planning:** Guide the growth of the organization, facilitate strategic planning, and evaluate progress towards MRWC goals and objectives.
- **Board administration and support:** Provide leadership to strengthen the MRWC Board and Committees. Work with the MRWC Board to develop and implement plans and policies that guide the organization. Keep board members informed about all MRWC business activities and laws affecting the organization. Assist with meeting development and preparation, interface between Board members and staff, and support Board's process for evaluating the Executive Director.
- **Maintain office space:** Ensure equipment and supplies are in working order.

### Financial Management

- **Oversee financial and budgetary processes** to provide consistent quality financial administration, including understanding key financial controls and performing those duties, as defined by MRWC's Financial Procedures.
- **Work with** the MRWC Finance Manager, MRWC Finance Committee, and independent contracted CPA to prepare the annual budget, NICRA application, and IRS 990, as well as audits if/as required. Develop and maintain annual budgets that fund key programs: restoration, monitoring, education and outreach.
- **Work with MRWC fiscal staff to oversee** grant reimbursement request preparation, provide all necessary accounting and reporting requirements to grantors.
- **Ensure fiscal accountability,** accuracy, and transparency to the MRWC Board and granting agencies.

### Partnership Development Duties

- **Collaborate** with MRWC staff and contractors, landowners and land managers, community members, state and federal agencies, tribal agencies, local municipalities, project partners, and other relevant stakeholders to identify and develop restoration and education opportunities.
- **Network** with groups to develop trust and find opportunities to partner. Attend meetings and participate with other organizations who may lead activities of mutual interest. Participate on local commissions and committees that align with the MRWC mission and priorities.
- **Participate and lead facilitated processes** to develop and implement community-based watershed restoration programs and management strategies.
- **Foster the advancement of MRWC's Equity, Diversity, and Inclusion (EDI)** initiatives, in coordination with Board, committees, partners, and staff.

### Project Management and Oversight Duties

- **Work with staff** and partners to develop education, outreach, instream, riparian, and upland restoration projects that meet documented priorities and strategies.
- **Work with staff** to write grants and search for funding for identified, priority projects.
- **Work to staff to** track and manage grant budgets, review invoices against contract work performed, and contract scope of work.
- **Oversee restoration projects** from start to finish, including adherence to project design, schedule, budget, and permit, grant, and contract requirements. Oversee contractors and project managers through planning, design, permitting, implementation, and monitoring of restoration.
- **Compile relevant information and prepare reports** to meet grantor reporting requirements and to maintain MRWC's project database.

### Public Relations Duties

- **Direct public relations:** The Executive Director plays a lead role as spokesperson for the organization.

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- **Communicate** the impacts of climate change, natural resource concerns, and other issues affecting the Marys River watershed to a variety of audiences, including legislators and policy-makers, large college courses, conference presentations, community groups, and K-12 students.
- **Maintain communication** through phone calls, emails, site visits, and all relevant methods.
- **Lead or co-lead tours**, presentations, public meetings, site visits, and volunteer events at restoration sites, and support planning and implementation.

### Fundraising Duties

- **Lead annual giving**, fundraising campaigns, and membership drive efforts.
- **Lead major donor relations** and recruitment.
- **Lead event planning**.

### Other Duties

- **Develop** and update procedures for common tasks.
- **Ensure** regular file back-ups, proper file management, and accurate maintenance of administrative records for payroll, mileage, and expense tracking.
- **Attend** trainings, workshops, and conferences.
- **Attend** occasional evening and weekend activities in various locations nearby the watershed.
- Other duties as assigned by the MRWC Board.

### What we'd like to see

Please describe your skills and qualities; this is how we choose with whom to move forward. **Note:** We encourage applicants from all backgrounds to apply, even if you do not meet all of the qualities below.

- A holistic and interdisciplinary understanding of business management, nonprofit management, and natural resource management, including leadership experience and/or education. This experience could come from any of the following:
  - A related Master's degree with at least 3 years of relevant experience
  - – or – A related Bachelor's degree with at least 4 years of experience
  - – or – Six years of relevant experience as an Executive Director or manager
  - – or – Eight years of other lived experience (please specify in cover letter)
  - – or – Any combination of the above
- A knowledge of Pacific Northwest ecology, and in particular, the Willamette Valley, is highly desired. The ability to interpret technical and scientific information related to habitat enhancement and water quality restoration is a major plus.
- Financial management experience required, particularly with a non-profit or public agency. A high degree of proficiency with Microsoft Excel and QuickBooks is preferred.
- Past supervisory experience – such as staff, volunteers, and contractors – is a requirement.
- Successful track record of writing and securing natural resource restoration grants, and/or success in raising private contributions from individuals or institutions.
- Excellent interpersonal communication skills, both verbal and written, is a requirement. This includes the ability to work and interact with community members of diverse backgrounds and perspectives in a courteous and professional manner.
- Experience coordinating multiple projects simultaneously is highly desired.
- An entrepreneurial spirit and enthusiasm to tackle landscape scale, multi-stakeholder issues.
- Comfort with a changing, dynamic organizational landscape.
- Motivated, hard-working, ready to learn; ability to work independently and as part of teams.
- Strong attention to detail, accuracy, and dependability. Ability to document and track project activities in an organized fashion.
- Experience in short- and long-term work planning and strategic planning.

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- Demonstrated commitment to promoting and enhancing diversity at all levels within the organization and seeking and building effective partnerships with diverse groups and communities, particularly those that are traditionally underserved.

#### Additional Position Details

- **Physical Condition Requirement:** Duties combine both indoor and outdoor tasks. Office work includes sitting, typing, standing, and moving supplies and gear. Some physical exertion is required for this position, including the ability to move 40+ pounds and navigate on uneven terrain (wading through and walking in stream channels and through brush) in variable weather conditions. Outdoor work often occurs in remote locations and is conducted on private and public lands. Driving personal vehicles on gravel roads is common. MRWC is friendly to adaptations and reasonable accommodations to perform essential job functions.
- **Finalists for this position will be subject to a computerized criminal history, driving history, and abuse background check.** Adverse background information will be reviewed and could result in withdrawal of a conditional job offer or termination of employment.
- **Finalists for the position will be asked to provide 3 professional references, including at least one reference from a previous supervisor.** Adverse information from any reference will be reviewed and could result in withdrawal of a conditional job offer or termination of employment.
- **Finalists for the position must have and maintain a valid Oregon driver's license** (or the ability to obtain one within 30 days of hire) and reliable personal transportation with proof of car insurance. Work-related mileage will be reimbursed at the current State of Oregon rate.
- **MRWC does not offer visa sponsorship.** Within three days of hire, the successful applicant will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States.

#### To apply:

Please submit your application materials using the following form: [MRWC Application](#) or on our website at <https://mrwc.org/get-involved/jobs/>.

You will be asked to upload:

- Resume, including phone and email contact information
- Cover letter of no more than two pages, 11 or 12 point font

**Note:** Final candidates will be asked to provide references and a short writing sample.

**All emails related to the position** – including questions – must have “MRWC Executive Director” in the subject line. For more information on the position, please contact Connie Barnes, Vice Chair of the Board, at [recruit@mrwc.org](mailto:recruit@mrwc.org).