



## **Executive Director Position**

**Posting Date: July 1, 2019**

**Application Deadline: July 22, 2019, by 5:00 p.m.**

**Position Type: Permanent, Full Time Employee**

**Position Title: Executive Director**

**Location: La Grande OR**

**Compensation Range: \$75,000 to \$90,000 a year plus a comprehensive benefits package**

### **ORGANIZATION SUMMARY**

The Grande Ronde Model Watershed (GRMW) program is the primary entity coordinating habitat restoration and watershed stewardship on both private and public lands within the Grande Ronde and Imnaha River basins in Northeast Oregon. The GRMW is a registered 501(c)3 non-profit that primarily receives funding from the Bonneville Power Administration (BPA), in addition to a variety of financial sources at a grant-specific level

The GRMW was founded on the guiding principle that effective watershed management is locally-based, and requires high levels of coordination and involvement of residents, local, state and federal agencies, and public stakeholders. The GRMW board is comprised of a Union and Wallowa County Commissioner, one of which serves as the board chair. In addition, local and state agencies that implement restoration projects have representative on the board (including, but not limited to Confederated Tribes of the Umatilla Indian Reservation, Nez Perce Tribe, Oregon Department of Fish and Wildlife, and Soil and Water Conservation District). Public stakeholder representatives on the GRMW board include agriculture, business and industry, private lands, conservation, and others.

## **JOB SUMMARY**

The Executive Director is GRMW's chief executive officer and is responsible for building, leading, and managing the affairs of the organization on a day-to-day basis. The position manages staff, and reports to the Chair of the Board of Directors. The Board evaluates the performance of the Executive Director.

## **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

Pertaining to the responsibility of maintaining an active and engaged Board of Directors, the Executive Director:

- Recruits board members in cooperation with partnership organizations, for approval by the Union and Wallowa County Commissions. The Executive Director strives to maintain a diverse representation of watershed stakeholders on the GRMW board from agriculture, industry and conservation.
- Leads GRMW in a manner that supports, guides, and achieves the organization's mission as defined by the Board.
- Assists the Board Chair with Board meeting management that includes scheduling, development of agendas, and identification of meeting topics necessary to inform the Board of pertinent issues.

To maintain the financial performance and viability of the GRMW, the Executive Director:

- Accurately forecasts budget needs for the administration of the program in addition to the development and implementation of habitat restoration projects. The Executive Director works with the constraints of the separate yet overlapping funding cycles with the Oregon Watershed Enhancement Board (OWEB), Bonneville Power Administration (BPA), and potential other funding sources.
- Manages the GRMW to meet the standards of a non-profit organization in addition to managing the reporting requirements of public non-profits, special districts, and state and federal governments.
- Recruits and leads team members from partner organizations to seek and acquire funding sources to meet forecasted project needs.
- Manages fiscal operations within the approved budget and ensures maximum resource utilization to maintain a positive financial position.

Pursuant to the core mission and strategy of the GRMW, the Executive Director:

- Understands and honors the mission statement, goals and objectives of local leaders who worked with state and federal level organizations to establish GRMW.
- Manages coordination between partners, successfully implements separate restoration Atlases in both Union and Wallowa Counties while recognizing the distinct priorities and limitations of each partner organization.
- Understands the nuanced and sometimes contradictory relationships between BPA, Northwest Power and Conservation Council (NPCC), and Independent Scientific Review Panel (ISRP), and effectively and credibly communicates with the Board of Directors, staff and members of each organization.
- Has working knowledge of the the Biological Opinion (BiOp) pertaining to the Federal Columbia River Hydropower System (FCRPS) and how it affects both the GRMW and partners, and know how the BiOp Fish Accords influence decision-making at Basin and Tribal levels.
- Has a good working knowledge of the life history of native fish species, especially those imperiled species affected by the operation of the Federal Columbia River Hydropower System (FCRPS). The Executive Director is also very familiar with native terrestrial species and the dynamics of the region's ecological interactions between plants and animals. In addition, the Executive Director should recognize the limiting factors associated with human development and the opportunities to combine sustainable land management with the enhancement of habitat for all native species.
- Is required to fairly consider and address challenges of working with partners from different backgrounds, with varying goals and objectives, and with different operational styles and temperaments. Each of these may try to influence the operation of the GRMW to benefit their own organization and while the GRMW should provide benefit to each of its partner organizations, the Executive Director must resolutely maintain the independence of the organization.

To managing the day-to-day operations of the GRMW, the Executive Director:

- Recruits, hires, trains and manages a staff who will be successfully innovative at a variety of skills, including partner coordination, team leadership and collaboration, program and contract administration, and technology use and application.
- Works with local citizens and landowners to improve ecological conditions complementing land management strategies that generate viable income.
- Provides supervision and leadership in a manner that promotes teamwork, open communication, and mutual respect.
- Adheres to and supports all federal, state, and local employment laws, rules, and regulations

## **EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

*The following are the minimum levels required to successfully perform the Essential Job Duties and Responsibilities.*

- A Bachelor's degree in Natural Resources Management, Biology, Fisheries Management, or related fields is preferred.
- Eight years of experience working in communities and engaged in natural resources stewardship is preferred. Such experience should include successful public and private partnership building and grant fund management
- Experience with non-profit organization business management and operations is preferred with emphasis on applicants with specific knowledge of the watershed council organizations in Oregon.
- Specific knowledge of the political and regulatory environment as it relates to natural resources and fisheries management in the Columbia River Basin is preferred.
- Specific knowledge of Power Council Fish and Wildlife Program, Bonneville Power Administration Fish, Wildlife, and Environment Program, and Oregon Watershed Enhancement Board preferred.
- A valid Oregon Driver's License and an acceptable driving record according to GRMW's auto liability policy requirements.
- Must consistently demonstrate teamwork and positive day-to-day work relationships and interactions with staff, board members, members of the public, and community stakeholders.

## **WORKING CONDITIONS**

**Environment and Physical Requirements:** The Executive Director works primarily in an office environment; however, the position frequently visits field locations including parks, forests, farms, ranches and other outdoor locations. Those outdoor locations are subject to a variety of extreme weather conditions including heat, rain, snow, wind, and dust. The position sometimes requires extended overnight travel by car and commercial airlines. The Executive Director interacts constantly with staff, visitors, program participants, government agencies, and others. The position stands, walks, bends, lifts, and moves intermittently during working hours. The incumbent must be able to lift, push, pull and move files and equipment in excess of 25 pounds.

**Hours:** Typical office hours are full-time from 8:00 a.m. to 5:00 p.m., Monday through Friday, but may be adjusted at the discretion of the Board. The Executive Director also travels at times and frequently may be required to work extended hours outside the standard work period and

may include evenings, weekends, and holidays. In unusual circumstances, it may be necessary for the Executive Director to be on call 24 hours a day.

**Other Duties and Responsibilities:** This job description is a summary of the essential duties and responsibilities for this job, and it does not necessarily represent an all-inclusive list of duties, responsibilities, tasks or procedures. Employees are required to follow other reasonable job-related instructions issued by the Board.

**Accommodation Statement:** Essential job duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform the job successfully, an incumbent or applicant must possess the experience, knowledge, skills, and abilities to perform each essential duty and responsibility proficiently. If you require an accommodation in order to perform the essential duties and responsibilities of this job, please contact the GRMW Board Chair.

**GRMW has the explicit endorsement of the Oregon Governor's Office, Oregon Watershed Enhancement Board (OWEB), and the Northwest Power and Conservation Council (NPCC).**

**To Apply:** Please submit:

- A cover letter describing your experience, skills and abilities pertinent to the qualifications of this position and,
- A resume outlining your professional experience and,
- Three professional references

Applicants can email the required materials to Susan Roberts [sroberts@co.wallowa.or.us](mailto:sroberts@co.wallowa.or.us) with the subject line "Executive Director Position" or drop them off at the Wallowa County Courthouse Commissioners Office at 101 South River Street, Enterprise, OR 97828 by 5:00 p.m. on July 22, 2019. If you have questions, call Susan at 541-426-4543.