



South Santiam Watershed Council  
4431 - Highway 20  
Sweet Home, OR 97386  
541.367.5564  
www.sswc.org

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**Position:** Executive Director of South Santiam Watershed Council  
**Stationed at:** 4431 - Highway 20 Sweet Home, OR 97386  
**Job type:** Full-time exempt (salaried)  
**Salary:** A competitive salary (\$60,000 - \$70,000 DOE) and benefits stipend

**Open Date:** August 23, 2019  
**Close Date:** Midnight, September 23, 2019

### **Summary of Position**

The South Santiam Watershed Council (SSWC) is hiring an Executive Director. The position is full-time and currently supervises a staff of two. The SSWC office is located in Sweet Home, Oregon. The Executive Director is responsible for managing the SSWC's key programs according to the direction set by the Board of Directors.

### **About the Organization**

The SSWC is a 501(c)(3) non-profit organization that works collaboratively with landowners and managers to conduct education, monitoring, and restoration actions that improve the health and function of the South Santiam Watershed. The SSWC is non-regulatory and is governed by a volunteer Board of Directors and works closely with local partners to fulfill its mission to "involve local people in the enhancement and protection of the South Santiam watershed for the social and economic benefit of its landowners, managers, and users." The SSWC has broad public support in the community with partnerships in local, state, and federal agencies, members of the timber industry, local agricultural producers, and with area non-government organizations.

### **Main Duties and Responsibilities**

- Organizational Management (60%)
  - Work with SSWC Board of Directors; develop and execute annual fundraising plan, which includes grants, individual donors, and sponsorships; manage grants and reporting; develop and maintain annual budget; conduct monthly payroll; supervise and support staff, etc.
- Partnership Development & Facilitation (25%)
  - Maintain current partnerships; development of new partnerships; participate on the leadership team of South Santiam All Lands Collaborative; work closely with Sweet Home Ranger District; conduct outreach and engagement to the community.
- Restoration Project Management & Watershed Education (15%)
  - Manage project implementation including securing permits; facilitating hiring contractors, fund requests, and overseeing implementation to ensure project meets grant deliverables in timely manner. Work with Education Coordinator and partners to develop and implement education priorities in the South Santiam Watershed.

## Education and Desired Qualifications

- Bachelor's Degree in nonprofit management, business administration, or other relevant subject area.
- Nonprofit experience required, including experience with fundraising and grant writing.
- Previous experience in senior leadership role.
- Experience working in a collaborative setting and demonstrated partnership building.
- Well-organized with excellent communications skills, including oral and writing.
- Good people skills and ability to communicate with diverse audiences across different backgrounds.
- Experience with and interest in working with diverse stakeholders and agencies.
- Computer proficiency including experience with Microsoft Word, Excel and PowerPoint; experience with ArcGIS and QuickBooks is beneficial.
- Experience working with volunteers.
- Ability to work independently to establish priorities and manage time effectively.
- Valid Oregon driver's license, reliable transportation, and ability to attend evening and weekend activities.
- Ability to work outdoors in various weather conditions and hiking on uneven terrain.
- Must pass criminal background check.

## Compensation

- A competitive salary (\$60,000 - \$70,000 DOE) and benefits stipend. This is a full-time position.
- Employee will receive a health stipend of 20% of the base salary.
- Simple IRA with 3% matching from SSWC after 6 months.
- Employee will accrue vacation leave at a prorated rate, based on 8 hours per month for full time employees.
- Employee will accrue sick leave at a prorated rate, based on 8 hours per month for full time employees.
- Employee will receive 10 federal holidays off.
- Travel reimbursement at the federally calculated rate will be provided for use of personal vehicle.
- Company vehicle is available to council employees for work related use.

## Physical Demands and Work Environment

- Work will mainly take place in and near the communities of Sweet Home and Lebanon.
- A workspace will be provided at the U.S Forest Service, Sweet Home Ranger District office.
- Telework may be allowed for some job functions.
- Job duties will be performed both in an inside office environment and out of doors in the field.
- Field work may occur in inclement weather such as hot and sunny, cold, rain or snowy conditions.

## How to Apply

- Send application materials to: [sswc.jobs@gmail.com](mailto:sswc.jobs@gmail.com)
- Application will consist of:
  1. Resume
  2. Three (3) professional references - include contact information, how long you have known the reference and in what capacity
  3. Cover letter - 2 pages or less
- Application must be received by midnight on September 23, 2019. Late or incomplete applications will not be accepted.