Position Announcement: 
Executive Director

Mission / Organization:
The Wetland Conservancy’s mission is to partner with communities across our state in conserving, enhancing, and restoring the physical and ecological values of Oregon’s greatest wetlands for current and future generations. Our boots are in Oregon’s wetlands. Founded in 1981, The Wetlands Conservancy is the only organization in Oregon dedicated to working in partnership with community members, public and private sector partners, and regional tribes. Our nationally recognized work includes ownership, enhancement, and stewardship of 32 preserves and over 1,500 acres of Oregon wetlands, valued at $11 million. TWC has a budget of $600,000 and 5 staff members (4.1 FTE). The ED supervises 4 people plus a contracted fundraising professional. Learn more with this three-minute video: [https://www.youtube.com/watch?v=oxrehjfypgA](https://www.youtube.com/watch?v=oxrehjfypgA)

The Opportunity:
As executive director of The Wetlands Conservancy, you will work with a team of highly dedicated staff and board members – conservation advocates, all – to create our next chapter, helping us build on our current initiatives and expand our opportunities. You’ll play a lead role in regional collaborative conservation, building communities’ resiliency to the effects of climate change, and contributing to local, state, and federal conservation policy. Your exceptional leadership and management skills will ensure that TWC effectively fulfills its mission, working with culturally diverse communities throughout the state. Your sharp partnership development, advocacy, team building, and financial management skills will strengthen TWC’s organizational health and sustainability while advancing us toward strategic goals. We will appreciate your guidance as we begin our equity journey in earnest, as well as your approachability, passion for our work, mindfulness, courage, and sense of humor.
Website and Job Description:  www.wetlandsconservancy.org

Education and Experience Required:
- BA or BS in Environmental Sciences, Management, Communications, or related field or equivalent experience.
- Minimum of five years of relevant, paid experience as a director or manager of a nonprofit organization.
- Experience in wetlands conservation and/or land acquisition preferred.

Core Competencies Required:  The ability to...
- Create partnerships and collaborations – internally and externally.
- Create an equitable and inclusive environment where all people feel welcomed.
- Involve people meaningfully and efficiently in planning and decision making processes.
- Think creatively and serve as a thought leader.
- Identify people’s strengths and create new opportunities for them to learn and contribute.
- Lead teams of people through change in a positive, forward-looking way.
- Solve problems in a constructive, opportunistic way.
- Facilitate difficult conversations that result in improved situations.
- Speak publicly to large and small audiences in a compelling way.
- Understand the nuances of nonprofit management; lead organizational development.
- Understand nonprofit accounting; analyze financial statements.
- Ask people to donate money, goods, and time.
- Promote an intersectional conservation framework.
- Embrace technology.
- Manage crisis with urgency and poise.

Additional Knowledge and Skills Required:
- Exceptional verbal and written communication skills.
- Excellent time management and organizational skills.
- Ability to lead strategic planning and implementation.
- Ability to work effectively in a multi-cultural, diverse environment. Ability to communicate effectively with a broad range of individuals and groups.
- Fiscal management, including experience in developing and managing budgets in excess of $500,000.
- General understanding of employment laws, rules, and regulations.
- Ability to coach, counsel, supervise, and evaluate job performance of assigned staff in a timely manner.
- Ability to maintain professional boundaries and confidentiality.
Salary and Benefits Information:
- $80,000 - $90,000, depending on experience
- Premium medical benefit through Providence
- 13.3 hours / month vacation (4 weeks)
- 10 hours / month sick time (3 weeks)
- 10 paid holidays
- Retirement program to be chosen by fall 2019 (likely no employer contribution in the first year)

How to submit an application:
- Send a cover letter and chronological resume to our search consultant, Kathy Kniep, at kathy@kathykniep.com, by January 24, 2020. In your cover letter, please answer these questions, supplying a one-paragraph answer to each:
  - What are your one or two biggest leadership accomplishments?
  - What motivates you to want to conserve wetlands?
- An email acknowledgement will be sent to all applicants within two business days. If you do not receive an acknowledgment within that timeframe, please contact Kathy Kniep: kathy@kathykniep.com / 503-309-3433.
- All inquiries will be handled confidentially.

Equal Opportunity Employer
The board and staff of The Wetlands Conservancy believe they can meet the organization’s mission only with a diverse board and staff who actively cultivate a culture of equity, inclusion, and belonging.

Photo Credits in Order of Photos
Samantha Sharka
Kay Scheurer Steele
The Wetlands Conservancy
Kay Scheurer Steele
Mike Annes
Title: Executive Director  
Reports To: Board of Directors  
Status: Exempt  
FTE: 1.0

In partnership with the board of directors, the executive director (ED) leads the organization in effectively fulfilling the organization’s mission and inspires staff, board members, volunteers, funders, and partners to contribute to the organization’s success. Under the supervision of the board of directors, the ED oversees all aspects of agency management and provides direct supervision to 4 staff members plus a contracted fundraising professional. The ED serves as a champion and lead advocate for wetlands conservation in Oregon and as the point person for TWC’s acquisition and conservation work. The ED focuses on building partnerships, fundraising, team building, financial management, and strategic planning.

Key responsibilities

**Acquisition and Conservation**

- Ensures that the organization achieves its conservation mission in a highly strategic and focused manner.
- Works closely with the board on land conservation projects and in identifying and pursuing potential conservation opportunities.
- In collaboration with the board and community partners, leads the development of conservation plans.
- Supports land stewards in managing TWC properties so that they are well cared for and maintain their conservation values, as well as cultivating relationships with landowners, key stakeholders, and agency partners.

**Fund Raising and Financial Management**

- Serves as the organization’s lead fundraiser.
- Serves as the organization’s primary grant writer, including for federal, state, local, and private foundation grants.
- Cultivates relationships with key individual donors and business partners, in collaboration with the development director and board members.
- Oversees the development and implementation of annual and long-term fundraising plans to increase resources and grow the organization.
- Develops and maintains relationships with public and private funding sources to position the organization well for successfully receiving funding.
- Works closely with the finance committee, executive committee, and board of directors to monitor the organization’s financial health; provides strategic financial direction.

**Advocacy and Community Relations**
- Establishes and maintains strong, positive working relationships with a wide range of partners and stakeholders.
- Represents TWC to a variety of audiences, including volunteers, members, government agencies and officials, community leaders, and other partners.
- Maintains a positive, active presence in the community to maximize community engagement and support.
- Ensures the development and implementation of an annual communications plan that reinforces the organization’s fundraising, program delivery, and advocacy efforts.
- Communicates TWC’s vision and exemplifies its core values.

**Equity and Inclusion**
- Serves as the lead advocate to advance the organization’s learning, practices, policies, and procedures to continually increase diversity, equity, and belonging in all aspects of the organization’s work.

**Supervision and Mentoring**
- Supervises staff whose roles are stewardship, communications, and operations.
- Provides direct supervision to, and timely performance reviews for, staff supervised by the ED.
- Ensures all staff members have timely performance reviews, maximizing staff morale and productivity and creating opportunities for employee development, advancement, and growth.
- Works with staff to create an organizational culture that embodies the organization’s values, promotes diversity and equity, and is welcoming and inclusive to all.
- Serves as a role model for how to create a positive and engaging work environment.

**Board of Directors**
- Provides support to board members to enable them to fulfill their responsibilities and successfully govern the organization. Provides data, information, and expertise to support the board in making strategic, governance, and policy decisions.
- Works with the board to create an organizational culture that embodies the organization’s values, promotes diversity and equity, is welcoming and inclusive to all, and ensures all board members can meaningfully participate in all board meetings and activities.
- Participates in board meetings, executive committee meetings, and board committee meetings as requested.
• Works with the board of directors to recruit and maintain an active and committed group of board members.
• Collaborates with the board of directors to regularly evaluate and revise as necessary the organization’s policies.
• Clearly communicates the needs and major accomplishments of the organization to the board both verbally and in written reports and data.

Strategic Planning and Implementation
• Collaborates with the board of directors to regularly evaluate and revise as necessary the organization’s mission, vision, and values.
• In conjunction with the board of directors and staff, leads the development, implementation, evaluation, and maintenance of a strategic plan. Ensures coordination with conservation, fundraising, and communications plans.
• In conjunction with staff, ensures that annual work plans are developed and implemented to meet the goals set forth in the strategic plan.
From Our Executive Director, Esther Lev

After more than 20 years at The Wetlands Conservancy, I have decided to retire at the end of this year.

For 38 years, The Wetlands Conservancy has been the voice of Oregon wetlands, adapting to ever changing conservation strategies, regulations and community needs and opportunities. Together, we have protected and restored many of Oregon’s greatest wetlands, multiplying the positive benefits of wetlands across the state. With national and global recognition of the critical roles that wetlands play in mitigating climate change and supporting landscape resiliency, it feels like the perfect time to step down and make way for new leadership.

Over the past nine months, the board and I have been working on a transition plan. I’ve spent my last three months finishing up and passing on major projects and initiatives. To enable me to focus on this important work, we hired Ann Witsil to serve as Interim Executive Director. Ann joined us in October is running the organization and assisting in preparing for a smooth transition to our next leader. Please see the message below for information about recruiting our next Executive Director.

Working for The Wetlands Conservancy has been a great honor, privilege and pure joy! I am grateful for the opportunities I have had to travel all over Oregon exploring wetlands and developing new friendships. I have gained a deep understanding and appreciation of the diverse communities and geographies that comprise our unique and beautiful state. It has been a gift to work in partnership with an exceptional staff and deeply committed board.

I extend my heartfelt thanks to all of you who have been my mentors, partners and supporters through the years. You inspired me to “be like water” – to look for creative paths around obstacles. I am immensely proud of the work we’ve done together, and I am really excited about The Wetlands Conservancy’s next chapter. I have no doubt that TWC’s work, which I will continue to support, will continue to be rich, innovative, and a catalyst for environmental, climate, and human health. Oregon’s wetlands are in great hands.

My next adventures will include swamping around wetlands, kayaking, returning to my days of global travel adventure, printmaking and taking the time to watch the sunrise, sunset and starry skies at night.

Please feel free to reach out anytime in the coming months. We will welcome your questions and suggestions as we look to the future.
Thank you for your generous support and continued participation in this special organization.


Esther

From Our Board President, John van Staveren; and Transition Committee Chair, Scott Rich

We are incredibly grateful to Esther for her leadership at TWC and giving us time to plan and implement a thoughtful transition process.

We are delighted to have Ann Witsil on board as our Interim ED, as well as an executive recruitment consultant, Kathy Kniep. They both come with extensive executive transition experience, rave reviews from previous clients, and enthusiasm for our mission.

Don’t hesitate to contact either of us if you have questions or suggestions about the transition.

Cheers to Esther, our proud history, and TWC’s future!

John and Scott, on behalf of the Board of Directors and Staff