

## **Executive Director - Coos Watershed Association**

The Coos Watershed Association is looking for an Executive Director who will promote the primary mission of the Association's commitment to habitat and working lands conservation and serve as a persuasive fundraiser and public speaker on behalf of the association. The Executive Director will oversee the day-to-day operations, programs, and activities including all administrative aspects relating to the Board of Directors, staff, and volunteers.

- \$55,000 to \$80,000 annually, depending on education, experience and qualifications.
- Details on employment benefits discussed upon interview.
- Relocation package negotiable.

### **Candidate Requirements**

- Familiarity with habitat conservation, knowledge of methods for watershed restoration, promotion and implementation of cooperative relationships with landowners.
- Familiarity with conservation laws including local, state and federal regulations and laws, habitat programs, along with state and federal funding mechanisms.
- Previous experience in managing the daily operations and staff of a non-profit organization including financial management.
- Prior experience working effectively with a board of directors, staff, volunteers and collaborating entities including managing daily operations and financial management of an organization.
- Prior experience in fundraising, outreach, and marketing for land trusts and businesses preferred.
- Previous experience creating and implementing public educational and community outreach efforts a plus.
- Must have valid driver's license, insurable driving record and reliable vehicle.
- Must pass a pre-employment criminal background check.

### **Executive Director's Duties**

- As the organization's executive officer, the candidate will be expected to build and maintain regional and community relations; establish conservation partnerships and collaboration; facilitate funding sources; and promote the organization's mission and create opportunities for collaboration and promote community outreach.
- The Executive Director will work with the Office Manager and Board Treasurer to prepare the annual budget and oversee financial administration and budgetary processes that adhere to proper financial organizational.
- The Executive Director will also assist in creating financial operational stability by diversifying Coos Watershed Association's funding base, oversee fundraising operations and support development staff as needed and take the lead in major gift fundraising and sponsorships.
- The Executive Director will oversee the day-to-day operations, programs, and activities including all administrative aspects relating to the Board of Directors, staff, and volunteers for all the association's activities.

**APPLICATION DEADLINE: 5:00 pm - April 13, 2018**  
**SUBMIT APPLICATION PACKAGE to [victoria@cardinal-services.com](mailto:victoria@cardinal-services.com)**

- Current resume
- Cover Letter-Questionnaire (*see questions below*).
- Submit 3-work related references with contact information.
- EARLY SUBMISSION of Application Package highly encouraged.

**Cover Letter - Questionnaire Content**

**To ensure all applicants have the opportunity to address a common set of questions, applications should include written responses to the following as part of the cover letter.**

- Describe why you would like to be the Executive Director of the Coos Watershed Association.
- What do you consider to be your primary qualifications/strengths for this position?
- Describe a situation that best demonstrates your ability to lead an organization, program, or project.
- Describe a large complex issue that required you to communicate effectively with a variety of stakeholders in order to address the issue and bring about consensus.
- Describe some of your most recent successes and challenges in fundraising for a group or organization to which you belong or are affiliated.

**CANDIDATE INTERVIEW PROCESS**

- **Initial Screening Interview:** Qualified candidates will be contacted for initial screening interview by a Cardinal Services representative.
- **Selected Candidates:** Those candidates selected to go forward in the hiring process will be interviewed by Skype the week of May 7-11, 2018.
- **Final Interviews:** Week of May 21-25, 2018 in person in Coos Bay, Oregon.