



# Clackamas River Basin Council

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## EXECUTIVE DIRECTOR

January 2024

### Organizational Description and Location

The Clackamas River Basin Council (CRBC), is a 501(c)(3) non-profit organization, working to *foster partnerships for clean water and to improve fish and wildlife habitat and the quality of life for those who live, work and recreate in the watershed.* CRBC is led by a Board of Directors representing 21 diverse stakeholder groups. We work collaboratively with many passionate and dedicated partner organizations, landowners and volunteers to achieve our mission. The Council's annual operating budget is approximately \$1.8m. Our offices are located in Gladstone, Oregon, just minutes from the confluence of the Clackamas and Willamette Rivers, and less than 15 miles from downtown Portland.

### Position Summary

The Executive Director provides leadership to fulfill the Clackamas River Basin Council's (CRBC) mission including a commitment to diversity, inclusion, and equity. Duties include organizational management and development, financial management, fundraising, partnership development, project oversight, and staff mentoring and management. The CRBC Board of Directors has a high priority for sustaining the organization's value in the region through successfully protecting and restoring the basin's natural resources while addressing emerging issues with Executive Director leadership.

### Background:

The CRBC is a 501(c)(3) nonprofit corporation working collaboratively with landowners, businesses, and government agencies to implement instream and riparian restoration, monitoring, and education and outreach activities that improve the health and function of the Clackamas River Basin.

Founded in 1996, CRBC builds watershed stewardship through community involvement in restoration and education activities, promoting access to nature, and community awareness and advocacy. CRBC operations are supported through grant funds and charitable donations. Staffing currently includes five full-time positions and a broad volunteer base. CRBC has an annual budget of \$1.8m, secured multi-year funding exceeding \$6.5m.

The Executive Director is responsible and accountable to the Board of Directors, Executive Committee, Finance Committee, and other Board Committees as developed.

### Principal Duties of the CRBC Executive Director:

#### Organizational Management, 20%

- Board and Committee Development – Provide leadership to strengthen the CRBC Board and Committees.
- Work with the CRBC Board of Directors to develop and implement plans and policies that guide the Council.
- Guide strategic planning and growth of organization in collaboration with Board and staff.
- Recommend and implement organizational risk management strategies including Directors and Officer Liability Insurance along with other, applicable insurance coverage, policy development, and legal consultations as necessary.

- The Executive Director plays a lead role as spokesperson for the organization and supports collaborations with other organizations.
- Serve as CRBC spokesperson to the media, funders, policy makers, and others. Produce official correspondence on behalf of CRBC Board of Directors. Conduct presentations to local governments, community groups, and other interested parties.
- Maintain office space, ensuring equipment and supplies are in working order.
- Develop Board of Director, Executive Committee, and general meeting schedules. Produce agendas, advertise to the community, and confirm meeting notes are recorded.
- Attend workshops and conferences focusing on topics relevant to the CRBC.

### **Financial Management and Fundraising, 20%**

- Develop annual budget and cash flow projections in coordination with CRBC Board and Finance Committee, operate within the approved annual budget, coordinate annual accounting review and year-end tax reporting with Certified Public Accountant for timely submittal of tax and financial reports to IRS and State.
- Develop and maintain annual budget that funds key programs: instream and riparian restoration, monitoring, and education and outreach
- Manage grants, reporting, and invoicing necessary for CRBC operations and programs.
- Responsible for leadership, integration and implementation of organizational fundraising plan including major donor solicitation, grants, and contract management.
- Work with fiscal and administrative specialist to complete monthly payroll, record keeping and invoices in QuickBooks.

### **Develop Partnerships and Facilitate Collaborations, 30%**

- Design and lead facilitated processes to develop and implement community-based watershed restoration programs and management strategies.
- Network with groups to develop trust and determine opportunities to partner. Attend meetings and participate with other organizations who may lead activities of mutual interest.
- Work with the US Forest Service, as a member of the Clackamas Stewardship Partners, to plan and implement restoration projects on or near the Mt Hood National Forest-Clackamas Ranger District.
- Participate on local commissions and committees that align with the CRBC mission and priorities set forth in the Basin Action Plan (e.g., Soil and Water Conservation District, Clackamas County Public Advisory Committees).
- Lead planning and reporting on Clackamas Partnership restoration and community engagement efforts.
- Seek to integrate efforts in restoration with building the local economy and developing recreation opportunities, and healthy communities.

### **Staff Management, Supervision and Coordination, 10%**

- Provide management and supervision of CRBC staff including development of job descriptions, work plans, and evaluations.
- Supervise and mentor CRBC staff, including current staff and any additional staff hired along with interns incorporated into the Council's staff team.
- Manage and work with project manager(s), field staff, and all program staff to develop program priorities for the Clackamas River watershed.

- Manage and work with education and outreach staff and partners to develop education priorities in the Clackamas River watershed.
- Manage and work with program staff to ensure program funding meets organization and project needs.

**Project Management, 20%**

- Using existing plans and strategies, work with staff and partners, such as the Clackamas Partnership, to develop riparian and instream projects that meet documented watershed priorities and strategies developed by the CRBC.
- Secure funding for identified, priority projects.
- Track and manage grant budgets.
- Oversee major projects of the CRBC that have significant impact on the Council and the Clackamas River watershed.
- Develop and implement monitoring activities as applicable to restoration projects and for water quality sampling as funding directs
- Work with project manager(s) to complete and submit monitoring reports on existing restoration projects.
- Complete grantor reporting requirements including photo points and post-project effectiveness reports.

**Desired Qualifications and Experience:**

- Degree in management, natural resource management or field related to CRBC objectives such as natural resources, physical sciences, fishery sciences, etc., experience may be evaluated toward this requirement. Bachelor's Degree minimum, Master's Degree preferred.
- A minimum of five years of experience as a manager or an Executive Director.
- Financial management experience, particularly with a non-profit or public agency.
- Success and experience in non-profit fundraising.
- Success in writing and obtaining grant funding along with grant management and reporting.
- Successful personnel supervision and team-building skills.
- Experience working with volunteers.
- Ability to work independently to establish priorities and manage time effectively.
- Experience working in a collaborative setting along with demonstrated partnership building.
- Ability to interpret technical information related to CRBC activities.
- Excellent writing and communication skills.
- Computer skills: including proficiency with Microsoft Word, Excel, and PowerPoint; experience with data bases, ArcGIS and QuickBooks is beneficial.
- Personal attributes desired: Demonstrate a 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.

**Compensation:**

\$83,694 - \$126,595 Annual Salary; Exempt Position

**TO APPLY**

Email submission preferred, email cover letter and resume to [Cheryl@clackamasriver.org](mailto:Cheryl@clackamasriver.org); via USPS: Clackamas River Basin Council, PO Box 1869, Clackamas, OR 97015, ATTN: Cheryl McGinnis

Open until filled, candidate review will begin March 1, 2024

*Please, no phone calls regarding this position. Finalists will be notified for an interview.*