Executive Director

Tualatin Riverkeepers (TRK) is in search of a new leader to serve as its Executive Director. TRK is a non-profit organization dedicated to the protection and restoration of the Tualatin River and its watershed, located primarily in Washington County, OR, and to the surrounding communities that depend on a healthy river. TRK engages the community in this mission through four programs: recreation, education, advocacy and habitat restoration. TRK collaborates with farmers, industry, community based organizations and the private sector to promote stewardship of the natural world and to connect rural and urban residents to the Tualatin River.

TRK is part of a broader global “Waterkeeper” movement www.waterkeeper.org that has a rich history of linking human health, justice and livelihoods to clean water and environmental protection.

TRK has a passionate staff of five who work together as a mission driven team, but in a relaxed and easy going atmosphere. An active board of directors of up to thirteen members works closely with the Executive Director. TRK has an annual budget of $500,000.

Position Description
The Executive Director provides creative and compassionate leadership to fulfill Tualatin Riverkeepers’ long-term mission and implements the organization’s vision for the future.

Key Responsibilities
Philanthropic Development and Implementation – Build an organizational culture of philanthropy that empowers all staff, board, volunteers and members to engage in development. Create and execute a development plan to engage multiple generations of donors through major gifts, annual donations, membership, planned gifts and acquisition, focusing on upward momentum for all donors.

Engaging the Whole Community – Build and sustain partnerships with organizations that represent communities of color. Create collaborative programming based on shared values, trust and reciprocity. Prioritize cultural competence for staff, volunteers, members and board of directors to create a welcome and inclusive organizational culture.

Financial management – In concert with staff and board, develop the annual budget and cash flow projections, operate within the approved annual budget, coordinate audit/compilation and timely submittal of tax and financial reports to IRS and State.

Organizational Development – Guide strategic planning and implementation, program development, implementation and evaluation.

Public Relations and Collaborations – Serve as the key spokesperson for TRK’s mission and vision, build support among key stakeholders to advance TRK’s agenda, support collaborations with a myriad of organizations that may include policy, advocacy, litigation and environmental and social justice strategies.
Board and Committee Development – Recruit new leadership to represent the community TRK serves. Provide ongoing support for the board of directors and committees.

Advocacy – Provide guidance and input regarding ongoing environmental policies that affect the health and resilience of the Tualatin River and watershed.

Staff - Provide leadership to four TRK program staff including development of job descriptions, annual work plans, and evaluations.

Required Qualifications
- Experience working with diverse communities
- Cultural competence
- Demonstrated emotional intelligence
- Five years in a senior leadership role with proven development experience; specifically grant writing, corporate and major donor relations and direct solicitation
- Strong organizational skills
- Demonstrated abilities in financial management and staff supervision
- Strong understanding, experience and passion for watershed issues, habitats and wildlife
- Excellent communication skills with an ability to articulate TRK’s vision orally and in writing
- Ability to develop and execute strategic plans

Preferred Qualifications
- Established community relationships with key stakeholders
- Knowledge of Oregon water law and land use policies, regulations and political climate
- Bachelor’s Degree in relevant field

Salary
$65,000 – $75,000

Comprehensive Benefits
- Paid vacation
- Paid sick leave
- Paid medical and dental insurance
- Retirement contributions
- Eleven paid holidays as well as the weekdays between Christmas Day and New Year’s Day

The Executive Director position is exempt and serves at the pleasure of the board of directors.

Application Procedure
Send resume and cover letter to resumes@tualatinriverkeepers.org. (No phone calls please.) Please include answers to the following questions in your cover letter:

1. What is your experience serving diverse communities?
2. What is your experience cultivating funding sources?

Closing date: March 31, 2020

Tualatin Riverkeepers is an equal opportunity employer

Tualatin Riverkeepers is a community-based organization that protects and restores the Tualatin River watershed.
We build watershed stewardship through engagement, advocacy, restoration, access and education.