



Job Title: Executive Director

Organization: Molalla River Watch Watershed Council

Location: Molalla, Oregon (Remote work available, with some on-site and fieldwork requirements)

Molalla River Watch Watershed Council is seeking an enthusiastic and highly motivated individual to serve as our full-time Executive Director.

ABOUT THE MOLALLA RIVER

The Molalla River is the largest undammed tributary of the Willamette River, flowing from the Table Rock Wilderness Area, which has an elevation of 4,881 feet. In 2016, the upper river was designated an Oregon State Scenic Waterway. In 2019, a 15.1-mile section of the mainstem and a 6.2-mile section of the Table Rock Fork were designated as federal Wild & Scenic, managed by the Bureau of Land Management as the Molalla River Recreation Corridor.

In addition to being a popular recreation area, the Molalla River provides drinking water for the cities of Molalla and Canby.

ABOUT MOLALLA RIVER WATCH WATERSHED COUNCIL

Molalla River Watch became a nonprofit in 1992 and was recognized by the state and Clackamas County as Molalla River Watch Watershed Council in 2009. MRW has been a dedicated group of volunteers committed to protecting, preserving, and restoring the Molalla River and its tributaries. We collaborate with volunteers and partners to improve water quality, enhance habitats, and promote responsible recreational use of the river.

RESPONSIBILITIES

The Executive Director will be responsible for a range of activities to support the Council's mission. Key responsibilities include:

- **Grant Writing:** Research, write, and manage grant proposals to secure funding for projects and programs.
- **Communications:** Maintain regular communication with volunteers, partners, community organizations, and the Confederated Tribes of Grand Ronde. Oversee newsletters, website updates, and outreach efforts to ensure effective engagement with relevant parties.
- **Project Management:** Establish, maintain and supervise conservation and restoration projects from start to finish.

- **Fundraising:** In partnership with the Board of Directors, plan and implement fundraising initiatives including campaigns, events, and partnerships to sustain the Council's operations.
- **Partnership Development:** Foster and develop relationships with community organizations, volunteers, and governmental and non-governmental entities to further conservation efforts.
- **Outreach and Collaboration:** Collaborate with local organizations, volunteers, and partners to promote the Council's goals. Participate in public education as well as outreach efforts and events.
- **Administration and Leadership:** Work cooperatively with the board, staff, and volunteers to ensure organizational goals are met. This includes budget management, strategic planning, and program oversight.

WORK HOURS & SCHEDULE

This is a full-time position with a standard 8-hour workday, offering flexibility in working hours. The role will require occasional after-hours and weekend work for on-site and community events, as well as monthly evening board meetings. These requirements will be managed to ensure that the role does not exceed 40 hours per week.

COMPENSATION & BENEFITS

- **Salary:** \$75,000 - \$85,000 per year, depending on experience.
- **Vacation:** 15 vacation days per year.
- **Holidays:** 11 paid holidays.
- **Sick Days:** 10 sick days.
- **Personal Days:** 7 personal days.
- **Health Benefits:** Provided.
- **Retirement:** 3% match to a retirement plan.

REPORTS TO

The Executive Director reports directly to the Board of Directors.

PREFERRED QUALIFICATIONS

- Experience with restoration and conservation project coordination.
- Literacy in physical sciences related to watersheds.
- Demonstrated success in grant writing, fundraising, and budgeting.
- Strong communication skills with the ability to engage with diverse populations and personalities.

- Ability to collaborate effectively with board members, staff, volunteers, and external partners.
- Commitment to the values of Diversity, Equity, Inclusion, and Justice (DEIJ).

DIVERSITY, EQUITY, INCLUSION, AND JUSTICE STATEMENT

We believe that meaningful environmental change requires a commitment to Diversity, Equity, Inclusion, and Justice. Molalla River Watch Watershed Council is committed to advocating for these principles in all our efforts.

WORK ENVIRONMENT

Molalla River Watch shares an office in Molalla, though remote work is possible. The Executive Director must reside within the watershed or be within a reasonable commuting distance. The position requires occasional on-site fieldwork and participation in community events.

TO APPLY

Please send your resume and cover letter to:

MolallaRiverWatchJobs@gmail.com