



*Promoting ecologic and economic resiliency in the
Coquille watershed.*

Job Announcement - Executive Director

Job Title: Executive Director (ED)

Reports to: Board of Directors

At Will, Salaried Exempt Position

1.0 FTE (40hrs/week) – Grant funded

Compensation: \$95,000/annually

In-Office Location: Coquille, OR

Benefits:

- Health Insurance (medical, vision & dental)
- Paid Time Off - 80 hours paid vacation (increases with additional years of service), 40 hours paid sick, 11 paid holidays (8 hours/each)
- Retirement (IRA with 3% employer match)

About the Coquille Watershed Association (CoqWA)

Formed in 1995 as a 501(c)3, our mission is to work collaboratively with landowners to develop and implement voluntary watershed restoration, enhancement, and engagement activities that promote healthy and resilient ecosystems and economies in the 1089 square mile Coquille watershed. CoqWA is led by a volunteer Board of Directors representing landowners, business owners, stakeholders and community members, advised by technical experts housed in local, state, and federal natural resource agencies, and funded primarily from state, federal and private grants. **For more information:** <https://www.coquillewatershed.org>

Work Environment: We value our collaborative, supportive workplace culture that contributes to our success in accomplishing high value, high impact projects throughout the watershed. By applying to work with us you have the opportunity to join an 8-person team working together to enhance our organization and our watershed. Located on the beautiful South Coast of Oregon, CoqWA maintains an office in Coquille, OR.

Position Summary

- The ED will carry out the mission of the Association in partnership with the Board of Directors. This role is responsible for the long-term stewardship of the Association and will demonstrate a strong commitment to watershed enhancement.
- The ED position requires an applicant interested in the nexus of conservation, leadership, and business, working to sustain capacity, evaluate effectiveness, and implement improvements to promote organization resiliency.
- This job requires the ability to see the big picture, think strategically, and track details and deadlines.
- The ED is the primary liaison with the board of directors and the board committees. The ED works with the Board President to manage the flow of information to and from the

Board members. The ED also provides support and management services for Board committees.

- The ED must be capable of building consensus while honoring, including, and respecting opposing viewpoints, and be able to effectively navigate issues that may be divisive at times. Collaboration is a core value of the Association and the ED must be capable of fostering positive collaborations among staff, Board, and external partners that enhance organization efficiency and/or result in greater programming outcomes.
- The ED leads and manages a staff of 8, who develop and manage a range of restoration, monitoring, education and community programs.
- The ED will represent the organization in several local, regional and state-wide forums and engage in public speaking.
- Staff support the ED with biological and watershed technical expertise as needed.
- The ED ensures programming is current in the context of changing environmental conditions and aligns within the context of strategic and technical action plans.
- The ED develops and manages large budgets with public and private funding sources and is a financial leader of the organization. The Association maintains an average annual budget of approximately \$2 million/year, with over 50 active grants.
- The ED is responsible for ensuring all financial obligations are met in close collaboration with staff, Board Treasurer, and Finance Committee.

Essential Functions of and Required Skills for this Position

Financial Leadership and Oversight of Organization Operations

- Ensure financial accuracy (work with the staff Bookkeeper to ensure that the transactional and operational finance tasks are completed, review and sign contracts, review grant expense reports, review and sign fund requests, review financial reports, review and approve bills and timesheets, review bank statements & reconciliations, etc.).
- Implement, follow, and enforce internal controls.
- Develop, update and track annual budget. Use financial data to evaluate financial standing and inform decisions on funding allocations.
- Communicate regularly to staff, board, partners, and public on the organization's financial position.
- Ensure all legal and financial obligations are met (e.g. annual 990 form filing).
- Diversify funding sources and lead fundraising of unrestricted funds.
- Develop, review and update policies and procedures in collaboration with staff and board.
- Assist with Board meetings by collating agendas, minutes, and supplemental materials (staff reports, financial reports, speakers, etc.).
- Oversee contractors that support office operations (e.g. IT support contractor).



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Staff Supervision and Support

- Supervise staff through regular communications and check-ins, approval of annual staff work plans, performing annual reviews and managing any HR issues.
- Motivate and coach staff to promote growth and inspire the team, oversee professional development plans. Provide constructive feedback as needed.
- Coordinate with Office Manager on selection/renewal of employee benefit packages.

Strategic and Long-Term Planning

- Play a lead role in defining and seeking solutions to key issues in the watershed through innovative strategic planning efforts.
- Coordinate with the Strategic Plan Committee to track and work on goals, objectives, and strategies as outlined in the current 5 year Strategic Plan.
- Communicate regularly to the Board, staff, and the public on priority strategies and initiatives for the Association (e.g. policy development, new projects, etc.).

Program Development and Implementation

- Support and advise staff in the development of projects and new programming as aligned with strategies and plans.
- Write and/or edit grants to secure funding for select projects and programs.

Outreach & Relationship Building

- Establish and maintain relationships with key funders, community members, and officials. Initiate forums to engage stakeholders and promote viable solutions to enhance watershed health. Support outreach and recruitment of private landowners to collaborate on projects.
- Create and maintain collaborations with other external organizations.
- Listen and learn from diverse voices and perspectives. Foster relationships with individuals and groups not previously represented or involved in programs.
- Oversee regular publications (e.g. annual report) to promote the work of the Association.

Qualifications

Education Requirements

- A holistic and interdisciplinary understanding of nonprofit business management, including leadership experience and/or education. This experience could come from a mix of formal education (Related Masters or Bachelors Degree) plus relevant nonprofit experience especially as an Executive Director or manager of a nonprofit.

General Requirements

- Financial management experience required, particularly with a non-profit or public agency. A high degree of proficiency with Microsoft Excel and QuickBooks is preferred.
- Past supervisory experience – such as staff, volunteers, and contractors – is a requirement.



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- Successful track record of writing and securing natural resource restoration grants, and/or success in raising private contributions from individuals or institutions.
- A knowledge of Pacific Northwest ecology is desired along with an understanding of technical and scientific information related to habitat enhancement and water quality restoration is a major plus.
- A positive attitude with a flexible approach to work and willingness to take on new projects or tasks as needed. Work may require some evenings and/or weekends.
- Willingness to conduct in-state travel, occasional out-of-state travel.
- Valid driver's license required and use of personal vehicle for travel. Mileage will be reimbursed at the Federal approved rate.
- Physical Condition Requirement: Duties combine both indoor and outdoor tasks. Office work includes sitting, typing, standing, and moving supplies and gear. Some physical exertion is required for this position. The candidate must be able to navigate on uneven terrain (wading through and walking in stream channels and through brush) in variable weather conditions. Outdoor work often occurs in remote locations. Driving personal vehicles on gravel roads is common. CoqWa is friendly to adaptations and reasonable accommodations to perform essential job functions.
- Finalists for this position will be subject to criminal history, driving history, and abuse background check. Adverse background information will be reviewed and could result in withdrawal of a conditional job offer or termination of employment.

To Apply:

Email the following documents as PDFs to hiring@coquillewatershed.org with the subject line: "[LAST NAME] Executive Director Application"

- 1) Cover letter addressing your interest in the position, qualifications and examples of experience related to this position. Please don't use AI to write your cover letter. We want to see how you write.
- 2) Resume.
- 3) List of 3 references (references will not be contacted without prior notification to candidates).

Deadline for application: October 30, 2025 at 11pm.

The Coquille Watershed Association is an equal opportunity employer.

Many people don't apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job. We would encourage you to apply even if you don't meet every one of our qualifications listed.