



## High Cascades Forest Volunteers Position Description

July 23, 2019

### **EXECUTIVE DIRECTOR**

In response to needs identified by the Willamette National Forest, and the strong desire of volunteers to support the Willamette National Forest, the HCFV formed a board of directors, filed as an Oregon nonprofit corporation (EIN 82-4734321), and received 501(c)3 approval. Originally formed in 2006, the continued mission of the HCFV is to help maintain, restore and preserve the public lands and resources administered by the National Forest for present and future generations. The board is excited to engage in a formal partnership with the Willamette National Forest with the intention of supporting and growing the volunteer program.

The Executive Director will be responsible for all daily business operations for HCFV, including fundraising, event planning & promotion, volunteer coordination & recruitment, liaison for HCFV with local governmental agencies & other volunteer organizations, and assist with project management.

The Executive Director will report directly to the President or Vice President of the Board of Directors, or a designee of their choice. The Board of Directors consists of up to 12 active, volunteer members.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Project Management**

- Liaison for HCFV with local governmental agencies, other volunteer organizations & area partners.
- Coordinates with appropriate agency regarding public funded projects as stated in Cost Share Agreements.
- Coordinates project approval with appropriate governmental agencies.
- Must have a general knowledge of applicable Federal, State and local laws applicable to recreational forest development.
- Serve as project manager for HCFV efforts.

#### **Community Involvement, Marketing & Fundraising**

- Networks, educates, communicates and builds support for HCFV in the public and private sectors.
- Supports the Willamette National Forest partnership objectives adopted by the board.
- Advocates the importance of public lands in support of healthy lifestyles and economic development and connectivity.
- Promote, oversee, supervise and retain volunteers for existing volunteer positions.
- Promote & coordinate all HCFV public or private events. Identify new events to educate the public and HCFV.



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- Responsible for design, writing & production of all printed brochures for education and marketing purposes.
- Assist resource development committee. Initiate new fundraising opportunities and expand fundraising base.
- Ability to develop and manage a yearly budget & negotiate with vendors and contractors.
- Assist Treasurer, staff and accountant with annual report, donor receipts & tracking, pledge receipts & tracking, and present detailed transactions to accountant for yearly tax returns.
- Write grants, direct other grant writers, oversee all HCFV grant applications and seek new grant opportunities in support of HCFV goals

### **Other Daily Functions & Board Meeting Responsibilities**

- Attend all Board meetings and review agenda and minutes.
- Compile reports from committees for monthly Board meetings.
- Prepare a detailed monthly update for Board meetings including updates on construction projects, fund raising efforts, event planning, volunteer efforts, etc.
- Execute and implement HCFV Board policy. Must work efficiently with Board Chair and Board Members.
- Answer general emails, phone calls & inquiries about HCFV daily.
- Monitor and update the HCFV Website in a timely fashion.

### **Managerial Responsibilities**

- Manage and direct both paid and volunteer staff.
- Encourage and nurture team work bringing effectiveness to the organization.
- Set realistic targets achievable through hard work and delegate among the team members.
- Perform annual reviews of staff, making performance recommendations and salary recommendations.

### **DESIRED QUALIFICATIONS**

- Passion for and extensive knowledge of benefits of public lands to healthy lifestyles, economic development, and connectivity.
- Experience (i.e. 3-5 years) with nonprofit agencies and project management.
- Individual must possess strong organizational skills with the ability to manage, direct & prioritize multiple tasks.
- A proven track record of success in fundraising development, including individual donor cultivation, corporate sponsorships and event planning.
- Ability to work efficiently with the Board of Directors and staff. Must believe in vision of HCFV Board.



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- Demonstrated success in recruiting, directing and maintaining volunteers.
- Self-motivated & ability to work independently.
- Strong verbal and written communications skills. Ability to speak in public and make professional presentations.
- Proficient with Microsoft Office applications including Excel, Word, Access, Publisher & PowerPoint.
- Ability to maintain a flexible schedule and attend meetings or events in evenings or on weekends, on average 3 nights per month.

### **EDUCATION and EXPERIENCE**

- Education and experience equivalent to B.A. or B.S. degree desired in areas related to non-profit business management or administration.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **COMPENSATION**

This position is funded through a Cost Share Agreement with the Willamette National Forest and Discover Your Northwest. Compensation is dependent on continued WNF and community support. Initial annual salary will be \$50,000. Compensation may be affected by the ability of the executive director to source support to fund the position.

### **EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin or sexual orientations. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

This position is being posted on July 23, 2019. Applications will be accepted through September 27, 2019.

**Please submit a resume, cover letter, and at least three professional references to [info@highcascadesvolunteers](mailto:info@highcascadesvolunteers)**