



Job Title	<i>Executive Director</i>	FSLA Status	<i>Exempt, Full-time</i>
Reports to	<i>Board of Directors</i>	Salary Range	<i>\$70,000 – \$80,000</i>

The Executive Director leads the Wenatchee River Institute (WRI) to fulfill its mission. Reporting to the Board of Directors, the Executive Director provides leadership for the daily operations of the organization including strategic planning, board responsibilities, community engagement, fundraising, program development and management, fiscal administration, and staff management. The Executive Director is responsible for membership growth, resource development, and advocacy on behalf of the organization representing WRI to our supporters, stakeholders, and community.

Essential Responsibilities

Board Relationship and Strategic Planning

- Collaborate with the Board to create and implement strategic and annual work plans while ensuring that the budget, staff, and priorities are aligned with WRI’s mission
- Cultivate a strong and transparent working relationship with the Board and ensure open communication concerning financial, programmatic, and impact performance against stated milestones and goals
- Develop agendas for committee and Board meetings in conjunction with the Board President or appropriate committee chair

Organizational and Staff Management

- Formulate, develop, and implement the projects and programs identified in the WRI Strategic Plan
- Provide inspirational leadership and direction to staff, and ensure the continued development and management of a collegial, professional, and efficient organization
- Recruit, select, and hire qualified staff providing direction and resources needed to carry out the projects and programs effectively and efficiently
- Oversee risk management and the stewardship of WRI’s campus and buildings and protect WRI and its participants from harm
- Maintain a positive and empowered work environment that attracts, retains, and develops talented staff
- Ensure job descriptions are current, regular performance evaluations are held, and sound human resource practices are in place

Fiscal Administration and Fundraising

- Maintain accurate and complete financial and accounting records ensuring compliance with federal, state, and local regulations
- Secure the annual and long-term financial needs of WRI, through grant writing, donors, and other fundraising efforts
- Work with the Board to set financial priorities, develop an annual budget, and facilitate monthly reporting that accurately portrays the financial status of WRI



- Oversee the financial status of the organization, monitoring and reporting progress on the budget and grant requirements and ensuring sound financial controls are in place
- Prepare an annual report with financials, programs, and accomplishments
- Negotiate grant and contract agreements with funding organizations

Community Engagement

- As the face of the organization, effectively communicate the mission and goals of WRI with supporters, local media, partners, stakeholders, conservation and science-oriented non-profits, service clubs, government officials, and the community
- Raise the profile of WRI in our service area (North Central Washington) regionally, and with our cohort organizations, building coalitions and mobilizing financial, community, and political support
- Work with stakeholders and community members to partner with science-based outdoor education opportunities
- Establish productive relationships with multicultural/diverse communities and key influencers in the region's public, private, and nonprofit sectors
- Work with the staff on comprehensive marketing, branding, and development strategies that will ensure consistency throughout the organization and enhance revenue
- Work with staff and the Board to identify and cultivate donors and develop and raise endowment funds

Program Management and Development

- Develop innovative and effective programs and program goals ensuring programs represent WRI's strategic plan and mission well, have a high impact and are collaborative
- Facilitate monthly reporting that accurately portrays the programmatic status of WRI
- Ensure programs have the resources needed for implementing high quality programs
- Oversee the development and implementation of program evaluation criteria
- Develop and maintain strong relationships with program partners

Knowledge and Experience

- 5-7 years' experience in senior management at a non-profit of similar size to include educational programming or related experience
- An advanced degree (or equivalent work experience) with credentials, or skills on par, that indicate the training and ability to think and communicate effectively
- Known for participation in community-based organizations, building relationships with Board members, volunteers, and community leaders
- Exhibited fundraising successes with knowledge of and participation in grant procurement, government appropriations, endowment or capital campaigns, planned giving, donor development or corporate sponsorships
- Strong financial management acumen: awareness of non-profit accounting protocols and the ability to ensure a financially solid organization
- Recruiting staff and working collaboratively with a Board of Directors and volunteers
- English in fluency; Spanish fluency would be a bonus
- Proven ability to develop and implement strategic plans, budgets, prioritize workload and supervise employees



Qualifications

- Passionate about the mission and impact of WRI—an enthusiasm for showcasing WRI mission accomplishments to donors, supporters, and funders
- Outstanding written and verbal and presentation skills coupled with the ability to influence others in a positive manner while accurately representing WRI on a variety of issues
- Great at multi-tasking, with strong organizational, analytical, and time-management skills
- Excellent leadership skills - managing and inspiring Board, Staff, and diverse volunteers while maintaining a positive and professional attitude
- Exhibit humility, compassion, a sense of humor and the ability to be collaborative with a diverse array of people
- Effective at consensus and coalition building, honor and respect opposing viewpoints, and be able to diplomatically navigate issues that may be divisive at times
- Pitch in where needed, enthusiastic, and instills others with confidence
- Flexibility concerning work schedule to accommodate evening and weekend meetings, events, and outings
- Hard working, self-directed and demonstrate strong initiative and problem-solving skills
- Valid WA State Driver's License

Physical Requirements and the Ability to

- Reach at or below the shoulder frequently
- Sit for most of 8-hour shift and or stand to perform critical tasks throughout 8-hour shift
- Keyboard for most of 8-hour shift
- Work with low intensity noise levels with occasional high intensity noise levels
- Work with frequent interruptions
- Drive a vehicle occasionally
- Climb structure related ramps or stairs occasionally
- Work in and or exposure to outdoors frequently
- Speak, write, and understand the English language
- Use judgment, make decisions, interact with others, and adapt to changes in a job
- Be self-paced for accomplishment of duties and supervise others throughout 8-hour shift
- Work with the public and around crowds

Wenatchee River Institute is an equal opportunity employer.