



OLYMPIA ECOSYSTEMS
Protect, Preserve, Restore
1107 West Bay Drive Suite 101A
Olympia, WA 98502

POSITION DESCRIPTION

Title: Executive Director
Reports to: Board of Directors
Location: Olympia, Washington
Position: Full-time (40hrs/week), Exempt (Salaried)
Period: Permanent
Salary: \$90,000-\$120,000 Full-time Equivalent
Benefits: Sick, vacation, holiday PTO, \$1000 monthly health insurance bonus
Application deadline: Open until filled; Applications will be reviewed starting May 4th.

OVERVIEW:

Olympia Ecosystems, a 501(c)(3) non-profit organization, seeks an experienced Executive Director to lead the organization as we continue to transition from an all-volunteer organization to a dynamic urban land trust with paid staff with a strong volunteer base rooted in community. After extensive growth of our land holdings over the last three years, we are building additional administrative structure, expertise, and process to deliver on our key mission to protect, preserve, and restore ecosystems around Olympia, WA.

The Executive Director (ED) is responsible for leading the strategic direction and overall management of the organization. The ED is expected to identify and implement short- and long-term strategic goals, and to be accountable to the Board of Directors for achieving those goals, while supporting a positive and inspiring organizational culture. Additionally, the ED coordinates with the Board to shape the future evolution of Olympia Ecosystems (OE), including its programs and acquisitions.

The Executive Director serves as the public face of the organization, maintaining and expanding strong working relationships with key partners. The ED, in concert with the Land Conservation Director (an existing position), leads all fundraising activities— annual and targeted campaigns, one-time appeals, donor relations and promotion, solicitation of government grants, and special events, with a special emphasis on major and planned gifts from individuals, private/family foundations, and corporations.

CORE ACCOUNTABILITIES:

Organization Management and Leadership

- Provides visionary and strategic leadership to carry out the mission and vision of the organization

- Ensures Board and staff compliance with all internal policies and procedures, legal requirements, and financial standards
- Recruits, hires, and supervises staff, utilizing a supportive management style that encourages integrity and accountability
- Assists the Board in setting the organization's strategic direction through the development and implementation of a strategic plan, fundraising plan, outreach and communications plan, and conservation plan
- Ensures infrastructure and staff are in place to support and carry out annual plans

Financial Management

- Oversees financial planning, budgeting and reporting, ensuring sound fiscal management and accountability, in accordance with applicable laws and our financial controls policy
- Provides overall management of the fiscal operations of OE in cooperation with the Board Treasurer and the Finance Committee

Fundraising and Resource Development

- Develops and executes comprehensive fundraising strategies to ensure the financial sustainability of the organization
- Cultivates and stewards major donor prospects, including individuals, businesses, and private family foundations
- Researches and applies for appropriate grants to further the work of the organization

Board Relations and Governance

- Works collaboratively with the Board of Directors to establish organizational policies and achieve strategic objectives
- Serves as staff liaison to and from the Board of Directors, including preparing materials for meetings, staffing Board committees, assisting with special projects, and communicating key information to staff
- Supports Board recruitment, development, and engagement

Conservation and Restoration

- Ensures that the organization achieves its conservation mission in a highly strategic and focused manner
- Supervises Restoration staff and provides project administration, as necessary
- Builds and nurtures relationships with key conservation stakeholders and agency partners

Community Outreach and Education

- Oversees all communications and outreach efforts
- Establishes and maintains strong, positive working relationships with a wide range of partners and stakeholders

- Represents Olympia Ecosystems to a variety of audiences, including volunteers, members, government agencies and officials, community leaders, and other partners

REQUIRED QUALIFICATIONS:

- Minimum 6-8 years of experience in a relevant field, including 3-5 years in a leadership role
- Successful fundraising and grant writing experience
- Program management experience within a non-profit organization
- Supervisory experience
- Graduate degree in natural resources management, business, or related field
- Experience in or understanding of real estate transactions and land conservation practices relevant to the core programs of the organization
- Demonstrated knowledge of and experience with budgets and finances
- Knowledge of conservation and restoration practices
- Able to work independently
- Demonstrated commitment to collaborative conservation and passion for the overall mission of the organization
- Effective oral, written, and listening communication skills and demonstrated public speaking skills
- Proficiency with standard software, including MS Word, Excel, Powerpoint, Adobe products, internet applications, and email
- Commitment to diversity, equity, inclusion and justice

PREFERRED QUALIFICATIONS:

- Project administration experience
- Restoration Ecology experience or education
- Familiarity with Pacific Northwest conservation and restoration practices
- Familiarity with applicable real estate development laws and rules, and relevant agencies and organizations in western Washington (city/county/State/Federal)

WORKING CONDITIONS:

- This position is based in Olympia, WA
- Periodically works outdoors in natural areas in all weather conditions and potentially in rough terrain
- Regularly works indoors in an office setting and sits or stands at a desk or workstation
- Periodically required to operate an Olympia Ecosystems vehicle.
- May be requested to work some evenings and weekends and/or travel
- The working conditions described here are representative in part of those that will be encountered by an employee in this position. Reasonable accommodations may be made to enable individuals with disabilities to successfully function in these working conditions

ABOUT OLYMPIA ECOSYSTEMS:

Olympia Ecosystems is a non-profit conservation organization formed in 2014 that has protected ~500 acres in and around Olympia, Washington. Our mission is to protect, preserve and restore the diverse ecosystems in and around Olympia, Washington that include the freshwater, shoreline, tidal waters, grasslands and upland forests that are home to the Pacific Great Blue Heron, cutthroat trout, salmon and companion species. In coordination with community volunteers, local agencies, tribes, and other non-profit groups, we work to ensure that these ecosystems remain vital in perpetuity. Our eight-member working Board of Directors and staff are dedicated to the protection of urban green space in perpetuity.

Olympia Ecosystems is an Equal Opportunity employer. Personnel are chosen on the basis of suitability without regard to race, color, religion, sex, national origin, disability, marital status, gender, sexual orientation, or veteran status, in accordance with federal and state law. The above statements are intended to describe the general nature of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Olympia Ecosystems reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.