Friends of the Forest seeks next Executive Director
Anacortes, WA
August 2023

The Friends of the Forest is a non-profit community-based organization located in Anacortes, WA dedicated to the preservation of the Anacortes Community Forest Lands (ACFL) through education, outreach, and stewardship. For over 30 years we have connected people to the ACFL through our school and community education programs. Our work is sustained by over 500 member households and multiple community partners. Learn more about the ACFL and our organization at www.friendsoftheacfl.org

Friends of the Forest is seeking an Executive Director who can bring their experience to lead a small nonprofit organization with an eye towards community engagement and organizational growth. The ideal candidate will bring vision and creativity, as well as a commitment to operating mindfully with our engaged community in a small team setting. The Executive Director will be responsible for the overall management of the organization, including staff supervision, budget management, fundraising, organizational visioning, and representation to and collaboration with a community of diverse stakeholders. If you want to make a difference in a local community forest while working for an organization committed to investing in your growth and personal development, this job is for you.

Role & Responsibilities

Fundraising

• Develop and implement an annual fund development plan to cultivate and grow membership revenue, major gifts, in-kind donations, grant funding, business membership, and planned gifts.
• Oversee event coordination and supervise staff and volunteer involvement in event planning.
  
  Currently, Friends’ three major events are a 250+ attendee Auction & Dinner in November, an Annual Members Meeting in February, and a spring party and fundraiser in May.
• Oversee donor records management to ensure timely and accurate data entry and acknowledgment.

Community Engagement

• Deliver program or special topic presentations to Friends’ members and community groups.
• Work with the Outreach and Development Coordinator to create educational content for newsletter, websites, emails, and for various community publications.
• Manage partnerships with other community-based organizations, especially those with an environmental and educational focus.

• Work with the Board of Directors to issue public comment and action alerts to members when appropriate.

• Inform community members about changing forest management policies and opportunities for forest management input.

Program Management

• Oversee adult and youth Forest Education programs to ensure quality program delivery and positive community impact.

• Work with staff and volunteers to develop new programs supporting our mission of education, outreach, and stewardship, including new youth and community education programs, volunteer opportunities, and citizen science engagement.

• Manage partnerships with the City of Anacortes, Anacortes School District, and other community organizations to deliver high-quality environmental education programming.

• Explore new opportunities to expand forest stewardship and outreach work.

Administration

• Manage human resources, including personnel, volunteer, and risk management policy coordination.

• Work with the Board of Directors to manage meeting records, policy development, and board member engagement.

• Maintain organization records, including financial, tax, and charitable registration information.

• Manage vendor relationships, including for technical support, office rental, and supplies.

• Guide organization towards future growth to increase reach of the organization.

• Work with the City of Anacortes Parks and Recreation Department to maintain positive relationship and collaboration among shared aspects of our missions.

Desired Skills/Attributes

• Enthusiasm and commitment to the principles of community-based environmental education.

• Demonstrated ability to develop and successfully implement a strategic plan including revenue generation and staff engagement

• Experience developing multi-stakeholder partnerships, ideally working with donors and funders

• Demonstrated experience in successful financial management and budgeting

• Familiarity with or a willingness to learn about a variety of city policy topics, including critical areas ordinances, fish and wildlife habitat areas, and comprehensive plans.

• Experience in developing program policies and procedures, as well as maintaining detailed records.

• Strong computer skills including use of Microsoft Office programs, Google Suite, and Little Green Light or similar donor management systems

• Strong writing, organizational, and communication skills and attention to detail.

• Ability to work both as a team member and independently in a variety of environments, including office, outdoors, and remote work.
• Flexible schedule to accommodate occasional weekend and evening work.
• Must pass local police, Washington State, and FBI background checks.

**Working Environment**

Work is performed indoors (office, schools, partner organization facilities, etc.) and outdoors in a variety of forest and park areas. Outdoor work includes working year-round in varied weather condition and on varied terrain. Some of the work may be performed remotely, however the majority of the work involves a presence in the city of Anacortes.

**Salary:** This is a full-time, exempt position. Salary range is $65,000-$80,000 per year, depending on experience and qualifications.

**Benefits:** Personal Leave Program. Retirement Savings Match Program (Simple IRA). Individual Healthcare Plan.

**Reports to:** Friends of the Forest Board

**To Apply:** Send cover letter, resume, and three professional references to hiring@friendsoftheacfl.org

**Deadline:** Applications accepted until the position is filled. Priority will be given to applications received by **August 25, 2023**.

*Friends of the Forest does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability or age in any of its policies, procedures or practices.*