



## Job Announcement

**POSITION TITLE:** Forest Program Director  
**APPLICATION PERIOD:** Open until filled  
**PREFERRED START DATE:** September 2022

### ABOUT SUSTAINABLE NORTHWEST

Sustainable Northwest is a conservation and community-focused nonprofit organization. Our work brings entrepreneurial solutions to natural resources challenges to keep lands healthy and provide economic and community benefits. We believe a healthy economy, environment, and community are indivisible, and that all are strengthened by wise partnerships, policies, and investments. Founded in 1994, our work focuses on forests; ranches; clean energy; water; and green markets. Through this spectrum of work, we help to ensure both rural communities and urban centers have healthy landscapes, resilient economies, and engaged communities. Sustainable Northwest's Forest Program envisions a future where a mosaic of public, private, and tribal forestlands support healthy ecosystems and productive economies.

### POSITION DETAILS

**LOCATION:** Portland

**REPORTS TO:** Vice President

**EMPLOYMENT STATUS:** Full-Time Exempt, 35-hour work week

**SALARY:** \$80,000-\$90,000

**BENEFITS:** Sustainable Northwest offers a generous benefits package supporting employee wellness and offer medical, dental, vision, life and long-term disability insurance; ample paid time off, sick time, and 11 federal holidays; flexible daily and weekly work schedules; 403(b) retirement plan with employer contributions; cell phone reimbursement; transit and bicycle benefits; pre-tax spending plan for medical and/or dependent care; support for professional training.

The Forest Program Director has the primary responsibility of advancing Sustainable Northwest's vision for forest health, resilience and rural economic development across Oregon and Washington. The Director leads the forest program staff to develop and implement strategies to promote this vision through collaborative processes, technical assistance, and implementation partnerships.

### PROGRAMMATIC RESPONSIBILITIES

- Lead Forest Program strategy and team management.
- Supervise and mentor a team of five to seven staff.
- Manage Forest Program staff and projects.
- Build and maintain relationships with state and federal forest and natural resource agencies to achieve forest resilience and socio-economic goals across the region.
- Support strategic state and regional networks to help achieve the goal of scaling forest innovation across Oregon and Washington.
- Maintain strong, trusting, and effective relationships with a broad diversity of SNW partners, including: conservation organizations, foundations, timber industry, Indian Tribes, state and federal agencies and staff, and elected officials and staff.



- Represent Sustainable Northwest in public and private settings, including conferences, partnerships, and meetings with foundation staff, private donors, Board and government decision-makers.

#### **LEADERSHIP RESPONSIBILITIES**

- Develop and update strategic program direction, develop project and staff work plans, and budgets, including scoping new project opportunities.
- Coordinate hiring and managing of staff, interns, and contractors to implement the work plan for the Forest Program.
- Fundraise for the Forest Program and the organization by identifying potential funders, communicating with government and private funders, conducting grant writing and reporting, and communicating with donors.
- Manage financial aspects of the Forest Program, including development and management of the annual program budget (\$1,000,000+ annually), approval and monitor program expenditures and ensure tracking and reporting on outcomes.
- Participate in general meetings, events and activities relevant to the Forest Program, and to overall organizational progress.

#### **REQUIRED QUALIFICATIONS**

- Master's Degree in Forest Resources or related fields preferred.
- 10 years' work experience in the natural resources field.
- Knowledge of ecological forest restoration, forest management practices, Forest Service and other state and federal agencies' land policies and regulations, program and project management, collaborative processes, organizational development, and training.
- Demonstrated ability to work in complex, potentially high-conflict, multi-dimensional arenas including effective work with a broad array of organizations, individuals, personalities, and interests.
- Experience working with stakeholders in rural areas and contexts.

#### **SKILLS + EXPERTISE**

- Strong written and oral communication skills; position requires significant public engagement.
- Possess excellent emotional intelligence and relationship-building skills.
- Significant fundraising experience, including grant writing and reporting.
- Experience supervising staff and contractors with a strong emphasis on team building and employing best project management practices.
- Experience in financial management.

#### **LEADERSHIP + WORK HABITS**

- Ability to work independently while also demonstrating commitment to working in a collaborative team environment, internally and externally.
- Highly organized and intellectually curious.
- Able to lead and to delegate.
- Willing to be flexible and adaptive when needed.



- Strong sense of self-awareness and self-assessment; readily willing to seek advice and input from others (Board, staff, outside specialists, etc.)

**PLEASE NOTE**

The skills and experience listed above are what we believe is necessary to succeed in this position. However, we encourage all interested applicants to apply and underscore applicable skills unique to you in your cover letter.

Sustainable Northwest is an equal opportunity employer. We encourage applications from candidates with diverse backgrounds and individuals from historically underrepresented groups, whose experience will strengthen our organization. We do not discriminate on the basis of an applicant or employee's race or ethnicity, national origin; gender, gender identity or sexual orientation; religion or creed; age, ability, or other legally protected status. We offer reimbursement for reasonable and necessary travel expenses incurred during the final in-person interview.

**TO APPLY**

Send an email with 'Forest Program Director' in the subject line. Email cover letter and resume to Hannah Meganck at [hmeganck@sustainablenorthwest.org](mailto:hmeganck@sustainablenorthwest.org). Incomplete submissions will not be considered. No phone calls or email inquiries, please. Position will remain open until filled. Interview questions will be provided in advance. References will be requested of finalist candidates.