

**Job Announcement  
Full-Time Executive Director  
Oregon Shores Conservation Coalition**



**OREGON SHORES**  
CONSERVATION COALITION

Issued: September 9, 2022

**About Oregon Shores**

The Oregon Shores Conservation Coalition is a 50-year-old organization that works on all aspects of coastal conservation. Originally founded in response to Oregon's 1967 Beach Bill, the organization's mission has widened over the years to encompass conservation of the environment of the entire coastal region, from the crest of Oregon's coastal mountains to the edge of the continental shelf.

Our mission statement: *In Oregon, the beaches belong to the people. As part of Oregon's tradition of environmental stewardship, the Oregon Shores Conservation Coalition serves as a guardian of the public interest for Oregon's coastal region. Oregon Shores is dedicated to preserving the natural communities, ecosystems and landscapes of the Oregon coast while conserving the public's access. Oregon Shores pursues these ends through education, advocacy, and engaging citizens to keep watch over and defend the Oregon coast.*

During the organization's first decades, the emphasis was on advocacy to assure that land use, endangered species and water quality laws were employed to their fullest effect to protect coastal resources. Many important habitat areas remain undeveloped thanks to our efforts extending over four decades. That emphasis continues, and has been augmented by a wider array of programs. Oregon Shores now has about 900 members and more than 1500 CoastWatch volunteers, and four main programs: CoastWatch, Land, Ocean and Climate. You can read more about the organization and its work at [www.oregonshores.org](http://www.oregonshores.org).

**About the Role**

Oregon Shores is going through an exciting expansion of its staff, thanks to the generosity of its members and funders. A half-time Communications Coordinator was added in summer 2022. We expect a hiring process will soon commence for a new full-time Land Use Coordinator who will focus on estuary planning processes.

To further seize momentum, the organization has opted to create the new position of Conservation Director to take on overall organizational leadership with regard to coastal land use planning, shoreline management, marine conservation, climate, and other related work. To take maximum advantage of the current Executive Director's expertise in these areas, he will be taking over that new Conservation Director role starting January 1, 2023. Therefore, the organization is seeking a new Executive Director to take the helm at this exciting time for the organization.

## **General Attributes Sought for the Position**

The single most important attribute for Oregon Shores Executive Director is a strong passion for Oregon Shores' mission.

We are seeking a collaborative, strategic-thinking individual with excellent communication skills. The individual must be adaptable, and able to respond positively to opportunities and changing circumstances. The individual also must be an affable and outgoing "team player" who will reinforce Oregon Shores collaborative leadership style and motivate others within and outside the organization to embrace our mission and work.

## **Must-Have Skills and Experience**

- Demonstrable success in fundraising (particularly grant writing and fundraising from individual donors).
- Previous management or leadership experience with a nonprofit organization, government agency, or equivalent environment.
- Ability to communicate clearly and effectively in formal and informal settings, including via writing, public speaking, and one-on-one interactions.
- Familiarity with Oregon coastal politics, players, geographies, and conservation issues.
- Willingness to travel to attend meetings, interact with staff, external partners, and donors. Access to a vehicle and valid driver's license are essential.

## **Desirable Skills and Experience**

- Experience interacting with a nonprofit Board of Directors
- Experience as a policy advocate on conservation issues
- Experience with personnel management and human resources
- Experience with nonprofit or agency budgeting and financial management
- Experience with nonprofit or agency communications (presentations, video, online)
- Experience with a nonprofit volunteer program
- Experience communicating via web pages, social media, and other online methods

## **Specific Responsibilities of the Position**

*Fundraising (50%):* Overall responsibility for Oregon Shores fundraising, including: identifying and cultivating relationships with potential individual, foundation, government, and corporate funders; preparing and submitting grant/contract proposals and reports; making direct asks of individuals and corporations via in-person meetings, phone calls, and letters; assisting board members fundraising from their personal networks.

*Board engagement (10%):* Reports to the Board, while working to deepen board engagement in the organization. Duties include: scheduling, organizing, and participating in Board meetings and other committee meetings as needed; providing staff reports to the board prior to board meetings; maintaining positive relationships with board members; rallying the board in support of Oregon Shores fundraising; and support for board recruitment.

*Finances (10%):* Works in partnership with the board treasurer and any outside contractors to ensure the financial health and integrity of the organization, including ensuring the board receives monthly financial statements, budgets are prepared, adopted, and followed, and appropriate reports and tax returns are filed with government agencies.

*Strategic and organizational planning (10%):* In partnership with the board, develops and periodically reviews an organization-wide Strategic Plan. In partnership with staff and with board input as needed, develops operational plans for key areas of activity, such as fundraising, communications, and specific mission-focused programs (e.g. CoastWatch, Land, etc.).

*Human Resources and Program Oversight (10%):* Hires and supervises employees and contractors with regard to both Oregon Shores operations and mission-focused programs, including maintenance of all records related to their employment/contracts; cultivation of positive and respectful working relationships with staff/contractors; updating job descriptions/scopes of work and work plans as necessary; and conducting annual, written performance evaluations.

*Communications and Partner Engagement (10%):* Leads interactions between Oregon Shores and allied organizations and government entities. Co-leads (with the Communications Coordinator and Conservation Director) the development of content for Oregon Shores online communications.

## **Reporting**

The Executive Director reports to the Board of Directors. The CoastWatch Coordinator, Communications Coordinator, and Conservation Director will report to the Executive Director.

## **Compensation**

- Starting salary range is \$70,000-\$80,000, negotiable based on qualifications and experience.
- Participation in ICHRA health care reimbursement arrangement.

## **Office**

Oregon Shores is currently operating as a virtual organization, with no fixed office. We expect the Executive Director to provide a home office or an equivalent remote location for their work with access to communication devices (e.g., a laptop, cell phone, printer).

## **How to Apply and the Selection Process**

Please submit a resume and a cover letter. The cover letter should address:

- What motivated you to apply for the Oregon Shores Executive Director position
- How your skills and experience match up with the specific responsibilities of the position

Submit your materials to Oregon Shores Executive Director search consultant, Jonathan Poisner, via email sent to [OregonShores@Poisner.Com](mailto:OregonShores@Poisner.Com).

Review of applications will begin on October 7, 2022. The search will remain open until the position is filled.

**Oregon Shores is an equal opportunity/affirmative action employer. All qualified candidates will receive consideration regardless of sex, sexual orientation, gender, race, color, age, or any other characteristic. Oregon Shores is committed to reflecting the diversity of Oregon's communities in our Board, employees, and contractors. We strive to ensure that our internal culture, business practices, and programs are welcoming and advance our diversity goals.**