



**Lower Columbia Fish Enhancement Group (LCFEG)** is seeking an Executive Director to lead and grow our team of restoration-focused professionals. The ED will be responsible for ensuring the financial sustainability of the organization and will oversee/support the administration, staff, and mission of the organization. Other key duties include fundraising, budgeting, operations, policy development, and public relations. The ED reports to the Board of Directors and directly supervises LCFEG's Restoration Program Manager, Project Manager, and Outreach & Education Coordinator. The ED sets the tone and provides the tools for strong working relationships and teams both internally and externally.

**The person we're looking for will have:** positive and collaborative leadership skills; strong organizational and financial management skills; a personal growth mindset and the ability to lead with courage and compassion; the ability to promote an effective teamwork environment; excellent communication skills; and a commitment to salmonid conservation and ecological restoration.

LCFEG is one of 14 regional fisheries enhancement groups in Washington. As a restoration-focused 501c3 nonprofit, our mission is to promote recovery of self-sustaining, naturally spawning salmonid populations and healthy aquatic ecosystems. We do this by restoring river and stream habitat, enhancing local streams with salmon carcass nutrients, and engaging the community in hands-on salmon and riparian stewardship and education. We also have two native plant nurseries. Most of our funding currently comes from state and federal dollars. We have a staff of 6 (Director, Restoration Program Manager, Project Manager, Outreach & Education Coordinator, Restoration Coordinator, Stewardship Coordinator) and a contract bookkeeper. We currently have a 9-member board of directors. Our region is large and includes all or part of Clark, Cowlitz, Lewis, Skamania, and Wahkiakum counties.

The position is 36 hours/week (may be negotiable depending on candidate) at \$42/hour with the following benefits: medical, dental, and vision insurance (100% of premiums paid); 3% 401k match; 11 paid holidays; and generous vacation and sick time available immediately. Our organizational culture is collegial, mission-oriented, safety-focused, and supportive of work-life balance. LCFEG has a desirable office location in NE Vancouver (WSDOT SW Regional HQ) with the following perks: onsite fitness center, walking paths, easy access to public transportation, free parking, and electric vehicle charging stations. Staff have the option to work a hybrid (office/home) schedule.

#### **POSITION RESPONSIBILITIES:**

**Mission and Strategy:** Works with the board and staff to ensure that LCFEG's mission is fulfilled through programs, strategic planning, and community outreach; enhances LCFEG's reputation by being visible in the community and by working with other professional, government, civic, and private organizations; communicates effectively with the board and provides, in a timely and accurate manner, all information necessary for the board to function properly and make informed decisions.

**Financial Performance and Viability:** Develops resources sufficient to ensure the financial health and viability of the organization; organizes and leads fundraising activities and grant writing, as well as developing other revenues to support LCFEG's mission; manages the fiscal integrity of the organization, including preparing an annual budget and monthly financial reports to the board; develops and executes the annual operations budget and ensures the organization maintains a positive financial position; reviews and approves all contracts for goods and services.

**Organization Operations:** Manages and uses appropriate resources to meet organizational goals; hires and retains a competent, qualified staff; supervises, supports, and collaborates with LCFEG staff; executes all notes, agreements, financial documents, and other legal instruments on behalf of the organization; serves as LCFEG's primary spokesperson to the organization's constituents, the media, and the greater community, delegating to board members and staff as appropriate.

### **Desired Qualifications**

- Bachelor's degree; Master's preferred (relevance of degree to the job and organization will be assessed by reviewers)
- At least 3 years' experience in financial and organizational management and, preferably, experience in nonprofit leadership
- Strong financial and budgeting acumen
- Proven success acquiring grant funding
- Excellent time management, communication, relationship-building, and organizational skills
- Ability to work independently and manage a dedicated and independent team of professionals
- Knowledge of Microsoft Office, Google Suite, and Dropbox or similar programs
- Willingness to travel within the state (usually within the region) for meetings, site visits, etc.
- Valid driver's license, current insurance, and good driving record

LCFEG is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship or any other basis prohibited by law in any of its policies or programs.

To apply, send materials to Brian Davern, Board Chair, at [Lcfeg.director@gmail.com](mailto:Lcfeg.director@gmail.com). Attach your resume and cover letter as one single attachment and please include the following information in your cover letter: (1) Why you're interested in working for LCFEG and (2) How you've demonstrated the characteristics listed above under "The person we're looking for will have." Application review will begin on January 2, 2024. We would like to have the position filled in February 2024.

Final offers of employment are contingent upon the successful completion of a background check that may include employment history, national criminal background check, national sex offender registry search and a credit check.