



July 5, 2024

Executive Director

About the Truckee River Watershed Council

The mission of the Truckee River Watershed Council (TRWC) is to bring the community *Together for the Truckee*. We restore, protect, and enhance the Truckee River watershed. Our strategic goals are to implement priority restoration projects, influence public policies that are key to resilience, develop strategic partnerships, pursue environmental and social equity, and sustain and grow our organization.

TRWC is a team of 7-10 staff, leveraged with consultants and contractors. Our approach allows us to be nimble and highly effective. As a result, our partners have asked us to increase our projects both in number and scope. And we have the funding to do so.

We are passionate and committed to our work. About half of our staff have been with TRWC for more than 10 years. And at the same time, we welcome and need innovative ideas and ways of working.

We work from an office in the downtown district in Truckee. Staff primarily work in-office and work remote if needed.

Our team demonstrates an understanding of, sensitivity to, and respect for the diverse socio-economic, racial, ethnic, religious, and cultural backgrounds, as well as the diverse abilities, gender, gender identity and expression, and sexual orientation of the community we serve.

We are a dog-friendly workplace. If you are a responsible dog owner and your dog is well-socialized, your dog can come with you. Several current staff bring their dogs to the office.

Role

We are seeking an experienced and dynamic Executive Director to oversee all aspects of our operations and provide strategic leadership. This position requires strong organizational acumen, exceptional communication skills, and the ability to drive growth and success.

Key Responsibilities

- Implement our strategic plan to achieve organizational goals; anticipate internal and external change and develop effective responses.
- Collaborate with the Board of Directors and staff to provide organizational direction, set goals and ensure accountability.

- Collaboratively identify new opportunities and needs and find ways to meet them. Lead and manage our team of professionals, providing guidance and support.
- Identify and recognize mission-related challenges to the community (both ecological and human) and initiate partnerships, processes, and solutions.
- Build partnerships and support for our mission; serve as the face of organization in the community.
- Oversee day-to-day operations, ensuring efficiency and effectiveness across projects, finances, and administration.
- Build and maintain relationships with key stakeholders, including partners (landowners), funders, donors, contractors and consultants, and regulators.
- Monitor financial performance and ensure the organization's financial stability.
- Identify funding/financing opportunities and develop strategies to obtain.
- Negotiate contracts and agreements with vendors and partners.
- Ensure our commitment to diversity, equity, and inclusion is part of our work.
- Respect and nurture organization culture and history, while facilitating appropriate, mission-focused change.
- Facilitate complex meetings and conversations to advance partnerships, projects and policies with orientation towards collaborative solutions and goal-driven outcomes.

Experience and Qualifications

We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We will consider any equivalent combination of knowledge, skills, education, and experience to meet qualifications. We welcome each candidate to think broadly about their unique background and skill set and how it may relate to the role.

- Candidate should have a bachelor's degree at a recognized institution or completed substantial coursework combined with experience. A master's degree is desirable.
- 5 years proven experience in a senior leadership role, preferably as an Executive Director or similar position, in natural resource management.
- A passion for and success in watershed protection or restoration.
- Experience working with a Board of Directors or similar governing body.
- Experience in a non-profit organization with a multi-million dollar annual budget.
- Strong leadership skills with the ability to inspire and motivate an experienced team.
- Demonstrated experience in strategic planning and science-based project development.
- Successful collaboration and negotiation to build strong partnerships.
- Proficient in science-based project management, with timely delivery of projects.
- Experience in process improvement methods to drive operational excellence.

- Solid understanding of fiscal management principles, experience in budgeting and setting and meeting financial goals
- Successful fundraising from government sources, foundations, corporations, and individuals.
- Exceptional verbal, written, and visual communication skills including the ability to listen and digest complex information across a wide range of stakeholders.
- Ability to manage multiple priorities, meet deadlines, and achieve results.

Duty Requirements

- Full-time, year-round position
- Majority time / 3 days a week in-office (downtown Truckee, CA)
- Monthly meetings early morning, evenings and/or weekend required

Compensation and Benefits

- \$135,000 - \$155,000 annual salary
- Very competitive medical, dental & vision plans
- 5% contribution on pre-tax retirement funds (401k)
- Paid Time Off (increasing with tenure)
- 10 paid holidays
- Basic Life and AD&D Insurance
- Employee Assistance Program
- Personal device service allowance
- Full-service HR and payroll via Allevery Employer Solutions
- Dog-friendly office
- Professional Development annual allowance

Equal Opportunity Employer

The Truckee River Watershed Council is committed to diversity. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, or other status protected by law to apply.

Why Join TRWC

By joining TRWC you will actively contribute to the restoration of ecological balance and resiliency. You will be collaborating with local leaders, staff, partners, and experts, using science to make tangible benefit on ecosystems and communities. Our collaborative team values innovation, unity, and shared dedication to creating positive change. Join us on our journey to accelerate the ecosystem resiliency and leave a lasting legacy.

Applications

We are considering applications immediately and the position remains open until filled.
Submit to Pam Jahnke:

- pjahnke@truckeeriverwc.org
- in a single PDF
- resume (2 pages maximum)
- cover letter (2 pages maximum) addressing your interest in the Truckee River Watershed Council and in being its Executive Director
- contact information for three professional references