



Executive Director Position Description

POSITION SUMMARY

[Mt. Adams Institute \(MAI\)](#) is a 501(c).3 nonprofit organization based in the rural community of Trout Lake, Washington with a mission of strengthening the connection between people and the natural world through education, service learning, career development and research. MAI's annual budget is approximately \$2,000,000 that supports a staff of eleven and up to 75 AmeriCorps members.

MAI's programs serve youth, young adults, veterans, adults and families in a variety of formats. The intended outcomes of those programs include:

- To facilitate career opportunities in the fields of natural resource management, conservation, and education;
- to increase ecological literacy and a sense of interconnectedness;
- to promote lifelong environmental stewardship and action;
- to improve personal health and wellbeing; and
- to enhance civic and community engagement.

MAI is guided by a strategic plan focused on: *supported staff, effective programs, strong partnerships, diverse participation and improved facilities*. MAI is also in the early stages of evolving the organization to be internally and externally more diverse, equitable and inclusive. MAI is working to create opportunities to connect individuals with the natural world who are historically underrepresented in outdoor recreation and natural resource career fields.

The core values of the organization include a strong emphasis on the importance of internal and external relationship building and a solid understanding of the importance of a positive workplace culture, including supporting a healthy work/life balance.

The Executive Director reports directly to the MAI Board of Directors and is responsible for implementing the strategic vision, mission and goals of the organization. This position requires an individual who has demonstrable leadership skills including: creating a best-place-to-work culture; substantial experience partnering with federal public lands and other natural resources agencies and with national service organizations; highly organized and detail oriented, excellent communication and interpersonal skills; resilient, adaptable and able to juggle many tasks and priorities simultaneously.

This opening is to replace the founding Executive Director who started MAI in 2012.

ESSENTIAL FUNCTIONS

Organization Development & Administration

- Assure that the organization has a long-range strategic plan which furthers its mission, and toward which it makes consistent and timely progress.
- Implement the existing strategic plan and keep the board and staff informed about its progress.
- Facilitate the development and execution of the MAI Diversity, Equity and Inclusion plan.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Ensure that all official records, documents and procedures comply with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.
- Foresee organization / program challenges and resolve them as needed.

- Maintain a positive relationship with the MAI facility Special Use Permit Administrator, the Gifford Pinchot National Forest.

Board of Directors Support

- Provide relevant & timely information on the status of the organization to the board of directors.
- Participate on board committees as directed by the board.
- Ensure that organization policies and procedures are implemented as directed by the board

Communications

- Keep board / staff fully informed on the condition of the organization and all related issues that impact its operation.
- Ensure that the activities of the organization, its programs, its goals and its accomplishments are publicized to the greatest extent possible.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the organization and its programs to its stakeholders: participants, partners, funders, supporters and the community at large.
- Oversee official correspondence of the organization.

Staff Relations

- Be a leader who represents the organization's values & norms both internally and externally.
- Ensure that sound human resources practices exist that foster a work culture that attracts, retains, and motivates a diverse staff of high performing individuals.
- Support an effective leadership team that provides direction to the organization, and establishes a plan for succession.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.

Budget & Finance

- Develop and support a diversified funding strategy that increases financial resiliency of the organization.
- Work with the staff and the board in preparing a budget; see that the organization operates within budget guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its work, including developing and maintaining strong partnerships with the organization's funders: federal and state agencies, foundations, local organizations, individual supporters and program participants.
- Ensure the organization operates with sound financial practices as established by generally accepted accounting practices (GAAP).
- Ensure that the organization utilizes external resources as needed such as a CPA, bookkeeper and payroll provider.
- Direct submission of annual tax and business reports.

Supervision

- Provide direct supervision of the following positions: Human Resources Director, AmeriCorps Programs Director, Interim Operations Director and Outreach Coordinator.
- Meet regularly with supervisees to support their programs of work.
- Engage in a formal evaluation process of supervisees on an annual basis (and at 6 months for new employees).

REQUIRED SKILLS, EXPERIENCE & EDUCATION

- Significant experience working with federal public lands & natural resource agencies and national service organizations, with a special focus on partnership development.
- Demonstrated experience developing and maintaining financial resources for organizations with budgets over \$1,000,000.
- Politically astute with demonstrated skill anticipating and adjusting to policy, legislative or economic changes.
- Successful supervisor and manager of people who holds self and others accountable for continuous improvement and positive outcomes.
- Demonstrated experience creating, managing and mentoring high performing teams with a solid understanding of current human resource practices that create an inclusive and equitable work environment.
- Demonstrated excellence in building and maintaining strong interpersonal relationships with staff, program participants and partners.
- Knowledge of principles and practices of program development related to equity, diversity and inclusion.
- Effective communicator with proven written, oral and listening skills.
- Minimum of 10 years of progressively responsible senior management expertise in a related field
- Bachelor's degree in nonprofit management, finance, community development, environmental education, social sciences, natural resources management or a related field), **or** any combination of experience and education that provides the necessary skills, knowledge and ability to perform the tasks associated with this role.

PREFERRED QUALIFICATIONS

- Prior experience with AmeriCorps, public lands agencies, military, and/ or education organizations.
- Prior experience working in the conservation field, especially in rural communities
- Demonstrated ability to organize and implement professional and skill based training programs.

WORKING CONDITIONS

- Work may be in a variety of settings, including the outdoors or office environments, primarily working between home and a shared office in [Trout Lake, WA](#). The current COVID-19 pandemic will have an impact on work locations.
- MAI Office is in a rural setting and involves driving with exposure to extreme weather and temperatures.
- Work will involve some travel for program support, trainings and meetings. Travel may be limited due to COVID-19.

OTHER EMPLOYMENT REQUIREMENTS

- **Criminal background check:** In order to protect the wellbeing of its employees, MAI finalists for a position must successfully complete a criminal records and fingerprint background check. **Criminal convictions do not necessarily preclude employment and will be considered on a case-by-case basis.** A background check will only be conducted if the candidate is selected as a finalist for the position. Human Resources will contact the candidate prior to the initiation of a background check.
 - **Driving:** Clean driving record and will be required to produce:
 - A valid driver's license
 - 3-year driving abstract
 - Vehicle insurance that meets the following minimums: \$100,000 per occurrence for bodily injury per person in an accident; \$300,000 for all bodily injuries in an accident; and \$50,000 for property damage in an accident.
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DIVERSITY, EQUITY AND INCLUSION

MAI celebrates equity, diversity, and inclusiveness and does not discriminate against any person or group based on race, ethnicity, culture, age, gender, sexual orientation, expression, gender identity, ability, national origin or ancestry, veteran status, social economic class, religion, professional status, pregnancy, or parents/guardians with children. MAI is committed to a diverse workplace and to supporting our participants and staff with trainings and career development opportunities. MAI provides reasonable accommodations to applicants and employees. Applicants with disabilities may request a reasonable accommodation and/or alternative formats at any point in the employment process.

COMPENSATION & BENEFITS

- Salary: \$90,000
- Full-time - Fair Labor Standards Act (FLSA) Exempt position
- Medical Insurance (employee / employer share the cost)
- Simple IRA retirement plan with employer matching program
- Accrual of 16 hours per month Paid Time Off (PTO).
- Position qualifies for reimbursement of position related expenses such as travel, communications and other miscellaneous items as approved by the Board of Directors.
- Partially grant funded position contingent upon receipt of this funding on an annual basis.

TO APPLY

- **Closing Date:** November 5, 2021
- **Application Materials:**
 - Resume
 - Cover Letter - describing your experience as it relates to the position
 - 3 References – name, title, contact information
- **Email:** Sherrie Jackson, Human Resources Director at sherrie@mtadamsinstitute.org
- **Subject Line:** Executive Director Position
- **Interviews:** January 4-6, 2022
- **Start Date:** March 1, 2022