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Open Position: Executive Director of Western Forestry and Conservation Association. WFCA is a 501(c)(4) non-profit located in Portland, OR. The position reports to a board of trustees and is supported by a single 75% administrative staff. The Executive Director position is full time with a salary commensurate with experience, paid sick and vacation time, health insurance provided through a Small Employer Health Reimbursement Arrangement, and a 401k contribution. Hybrid work arrangements will be considered. A valid driver's license is required.

Additional questions on the position responsibilities can be directed to:
richard@westernforestry.org or 503-226-4562

Applications must include a cover letter and resume and need to be submitted by August 22, 2022 to richard@westernforestry.org

The Executive Director is responsible to:

- Bring an entrepreneurial perspective to WFCA operations and recognize potential business opportunities.
- Make superior customer service a top priority.
- Operate as a self-starter and manage WFCA autonomously.
- Manage multiple priorities simultaneously and deliver products and services on time.
- View responsible management of working forests as a primary mission of the organization.
- Demonstrate experience in non-profit management.
- Experience in grant-writing is preferred, but not required.
- Experience and/or education in forestry or natural resources is preferred, but not required.

Executive Director Duties (percentages after titles indicate amount of time involved for each duty).

- A. Develop and implement professional forestry continuing education sessions - 40%**
1. Maintain constant awareness of the continuing education needs of PNW foresters.
 2. Develop workshop agendas and offerings based on continuing education needs.
 3. Recruit experienced, practical and applied speakers for workshops.
 4. Develop marketing materials to advertise workshops.
 5. Apply working knowledge of hotel operations for lodging and meetings arrangements.
 6. Maintain efficient and customer-oriented registration system.

7. Deliver well organized and pertinent workshops
8. Provide quality customer service throughout entire process.
9. Maintain WFCA web site and market CE sessions through online mass email system.

B. Recruit new member companies and board members - 5%

1. Introduce potential members to WFCA as an organization.
2. Recruit companies as WFCA members.

C. Provide business office services and financial administration to volunteer groups/cooperatives under WFCA - 15%

1. Collect cooperative dues and pay invoices as directed.
2. Maintain cooperative financial records and provide monthly statements to cooperative chairs.
3. Work with WFCA accountant and supervise cooperative transactions.
4. Provide quick turn around on cooperative requests.

D. Provide sound and knowledgeable supervision of WFCA accounts and finances - 5%

1. Pay WFCA invoices, receive revenue and stay current with outstanding invoices.
2. Apply bookkeeping knowledge and work with WFCA accountant to ensure expenses and revenue are applied to the appropriate accounts.
3. Understand financial statements and communicate results with board.

E. Maintain and expand WFCA presence on the internet and social media - 10%

1. Increase WFCA visibility with PNW foresters and allied professions thru social media platforms.

F. Provide conference administration, registration services and logistics as contracted to non-WFCA organizations - 15%

1. Market WFCA conference administration services to organizations outside of WFCA.
2. Provide conference administration services as requested by client.
3. Produce timely and accurate products and services for clients.

G. Supervise and administer federal grants - 5%

H. Manage WFCA business operations - 5%

1. Supervise administrative assistant.
2. Manage payroll, pay invoices and supervise checking account.
3. Maintain computer system.
4. Order supplies.
5. Work with landlord on office arrangements.
6. Maintain variety of online accounts and business registrations.
7. Communicate with board on WFCA operations.
8. Operate WFCA within required state and federal non-profit regulations and IRS reporting requirements.