

Powder Basin Watershed Council

2034 Auburn Ave., Ste. B
Baker City, Oregon 97814
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June 17, 2025

Job Vacancy Announcement Watershed Council Executive Director

Description: The Powder Basin Watershed Council (PBWC) in Baker City, Oregon, seeks a full-time Executive Director to work with an enthusiastic and experienced PBWC staff and partner organizations to develop, plan, implement, and monitor ecosystem restoration projects in the Powder Basin of northeastern Oregon. Partner organizations include the Wallowa Whitman National Forest, Oregon Department of Fish and Wildlife, Bureau of Land Management, Oregon Department of Environmental Quality, Idaho Power Company, Baker Resources Coalition, Baker Sage-grouse Local Implementation Team, numerous private landowners and others. The Powder Basin is located within a diverse array of northeastern Oregon ecosystems ranging from the Snake River (Hells Canyon) to the nearly 10,000-foot peaks of the Wallowa Mountains with vast coniferous forest and sagebrush ecosystems in between. The PBWC's current focus includes watershed restoration opportunities for beaver restoration, aquatic habitat/floodplain restoration, fish passage remediation, irrigation system modernization, and mesic habitat uplift for sage-grouse in priority geographies throughout our nearly 2-million-acre operating area.

Position Details: This is a full-time (40 hr/wk), at will, non-exempt (hourly) position. The wage for this position ranges from \$35-40/ hour, depending on experience, and includes 8 hours per month of sick and vacation leave each, a healthcare stipend of \$600/month, up to 3% matching employer contributions to a retirement account and 12 paid holidays per year. The position will require the use of a personal vehicle, with expenses for work-related travel reimbursed at the state rate (\$.70/mile for 2025). **The position is open until filled.**

To apply: Email a single PDF file (titled with your last name) to Tim Bailey at pbwced@pbwsc.org with the elements listed below:

- Cover Letter highlighting your relevant experience, no longer than 1.5 page/s
- Resume
- Contact information (phone number and/or email address) for 3 professional references (one reference needs to be a recent supervisor)
- Unofficial copies of your most recent college transcripts.

For more information, or if you have questions, please contact Tim Bailey at (541) 523-7288 or pbwced@pbwsc.org

Position Description

Introduction

The Powder Basin Watershed Council (PBWC) is a 501(c)(3) nonprofit organization whose Mission is to “Facilitate community-supported restoration and maintenance of the streams, rivers and lakes in our watersheds.” The Council advocates for quality watershed management among landowners in Baker, southern Union, and northern Malheur Counties by promoting a holistic approach engaging a diverse group of interested stakeholders for the purposes of ecological restoration, water quality monitoring, watershed planning, and educational programming.

Position Summary

The Executive Director of the Powder Basin Watershed Council has overall responsibility for providing leadership and directing the Council’s activities in pursuit of its goals, in the context of the Council’s Strategic Plan and Watershed Restoration Action Plan. The Executive Director reports to the President of the Board of Directors or his/her designee.

Work Schedule

Duty station for this position is Baker City, Oregon. This is a full-time (40 hours/ week), non-exempt, hourly position. The scheduled hours may be flexible, provided that the assigned responsibilities are met and that contact with partners and volunteers can be accomplished during normal business hours. Regular presence at the office should be maintained by the Executive Director or staff. Attendance at Board and staff meetings is mandatory. Attendance at additional meetings will be required as necessary for the completion of responsibilities.

Duties and Responsibilities

The responsibilities for this position fall into four general categories:

Organizational Administration

- Staff Supervision-Oversee work of subordinate staff in order to meet project requirements, address human resource issues, conduct regular performance evaluations, and provide a healthy, safe and productive work environment. This includes supervision of the Sage Grouse Candidate for Conservation Agreement with Assurances (CCAA) Program, per agreement with the US Fish and Wildlife Service, coordination with the PBWC Board of Directors on the CCAA Program and supervision of the PBWC employees that implement the program.
- Financial Stewardship- Pay bills, supervise purchasing, process employee timesheets, arrange for outside financial review, meet requirements for grantors to receive funds, develop and monitor annual budget.
- Fundraising-Assure adequate funds to accomplish mission and implement projects.

- Rules and Regulations- ensure Council is in compliance with requirements set by funders and follow all state and federal legal requirements, develop policies for Council conduct, adhere to the Mission and Strategic Plan.
- Board Meetings- Schedule time and location of monthly Board meetings with Board to accommodate their consistent attendance, advise the Board on organizational and programmatic needs, provide Board members with meeting materials, conduct Board meetings in a manner that cultivates healthy discussion and completes necessary business, produce timely meeting minutes that document discussions and decisions.

Project Development

- Develop Collaborative Relationships- Establish good relationships with interested parties including; community organizations, local government, state regulatory agencies and federal land management agencies, solicit feedback from the community related to natural resource concerns.
- Fund Projects- Develop and submit project proposals to appropriate funders, solicit contributions from partner agencies, landowners and the community.
- Lead development and implementation of natural resource monitoring activities to address identified gaps in information that prevent informed watershed management and measure the effectiveness of completed restoration projects. Develop and implement an adaptive management strategy.

Project Implementation

- Maintain adequate staffing levels with appropriate qualifications to implement projects and supervise progress.
- Contracts- In conjunction with the Board, execute appropriate contracts, MOU's or MOA's for project completion, including requests for proposals and proposal reviews.
- Final Reporting- Complete final inspections, documentation and reports for project closure.

Community Relations

- Community Awareness – Develop and maintain a high profile for the Council as a resource for the community, advertise programs and events, contribute to community events and initiatives.
- Public Participation - Cultivate public engagement in the Council through meetings, volunteer opportunities, fundraising events, recreational activities and educational programs.
- Incorporate input from interests within the community on project development and strategic planning.
- Board Recruitment- Identify and cultivate relationships with potential Board members from a diverse cross-section of the community, provide orientation and ongoing training opportunities.
- Work with the Board of Directors and staff to build a general membership to serve as volunteers, attend field trips, share important project work and support the PBWC in local communities.

Skills and Qualifications

- Bachelor Degree in natural resources/sciences (water resources, forestry, fisheries, agriculture, or related discipline)

- Knowledge of leadership and management principles as they relate to non-profit organizations
- Knowledge of rural culture, challenges and opportunities relating to the Mission of the organization
- 3+ years of experience in an executive role, including human resources, financial, and project management
- Well-organized with excellent communications skills, including oral and written communication for diverse audiences across a variety of media
- Demonstrated ability to prioritize and organize the work of self and staff to accomplish the objectives of the Council within established timeframes and budgets
- Sensitivity for diverse community members across different social and political backgrounds
- Experience working independently to establish priorities and manage time effectively
- Computer proficiency including experience with Microsoft Office and QuickBooks
- Valid Oregon driver's license and reliable personal transportation
- Willingness to attend occasional evening and weekend activities
- Ability to work in a variety of outdoor conditions, including rugged terrain and inclement weather; able to lift and carry material up to 44 pounds

Civil Rights

This employee will perform in accordance with all applicable state and federal laws for equal opportunity employment and other requirements of civil rights statutes.