



## EXECUTIVE DIRECTOR JOB DESCRIPTION

**JOB TITLE:** EXECUTIVE DIRECTOR  
**REPORTS TO:** BOARD OF DIRECTORS

### SUMMARY

Oregon Natural Desert Association (ONDA) Executive Director works to achieve ONDA's mission to Protect, Defend and Restore Oregon's High Desert.

ONDA's Executive Director:

- Exhibits passion for Oregon's High Desert, celebrates teamwork, convenes people to create a shared vision, and is solutions-oriented.
- Is committed to maintaining the organization's unique and effective culture, based on mutual respect, trust, and the beliefs of the organization.
- Has strong interest and proficiency in fundraising, communications and development.
- Embodies a strong ethic and knowledge of conservation issues, policies and practices.

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### DUTIES

In partnership with staff and board, the Executive Director is responsible for organizational leadership, development and implementation of ONDA's strategic plan, cultivating financial resources needed to support the organization, and management of ONDA's professional staff.

**Duties by area of activity include the following:**

#### STRATEGIC LEADERSHIP (10%)

***Work with staff and board to:***

- Ensure that the organization has a long-term strategy to make consistent and timely progress towards its conservation mission.
- Provide leadership in developing program, organizational and financial plans and objectives with board and staff, and carry out plans and policies authorized by the board.
- Use inspiring, consistent and strategic communications to cultivate and maintain effective, collaborative working relationships with supporters, elected officials, land management agency staff and private landowners, business and cultural leaders, conservation organization partners, and media.

#### FUNDRAISING & DEVELOPMENT (50%)

***Work with Development team to:***

- Cultivate and maintain relationships to secure funds from a diverse base of foundations, donors, individuals, and contracts sufficient to implement ONDA's strategic plan.

- Craft and implement annual and long-term fundraising plans.
- Lead and participate in face-to-face solicitation meetings.

### **STAFF AND BOARD MANAGEMENT (35%)**

#### ***Work with Management team to:***

- Maintain a culture which attracts, keeps, develops, and motivates the team of quality and professional staff.
- Oversee cross-functional teams to accomplish organizational objectives.
- Ensure training of and assistance to staff in areas relevant to their positions.
- Conduct hiring and management of ONDA staff consistent with sound human resource practices.
- Update Board on progress and facilitate meaningful Board engagement.

### **ADMINISTRATION & FINANCE (5%)**

#### ***Work with General Manager and Board to:***

- Maintain official records and documents, ensure compliance with federal, state and local regulations and manage all matters pertaining to the organization's non-profit status.
- Ensure organization compliance with all legal and ethical regulations, policies and mandates.
- Prepare annual budgets.
- Monitor funds and investments to ensure adequate funds are available to permit ONDA to carry out its work.

### **QUALIFICATIONS:**

#### **The competitive candidate will have demonstrated skills, experience, and accomplishments in the following areas:**

- Personal alignment with and passion for ONDA's mission and values.
- Transparency, integrity, and authenticity.
- Knowledge and understanding of conservation law, public lands policymaking and management, and ecological restoration efforts in the Intermountain West region.
- Dedication to and experience with principles of equity, inclusion and elevating voices from diverse races, ages, genders, abilities and economic backgrounds.
- Interest in and proven success in fundraising, donor relations, and direct solicitation.
- Experience leading an organization or program of significant size and visibility.
- Staff management and mentoring.
- Strategic visioning and leadership.
- Strong written and verbal communication and interpersonal skills.

#### **The following additional skills will also be considered:**

- In depth knowledge of Oregon's High Desert Landscape.
- Contacts and connections within Oregon's High Desert communities, relevant agencies, elected officials or other key stakeholders in the region.

***ONDA welcomes diversity and is committed to creating an inclusive environment for all employees.***