



Job Announcement Full-Time Executive Director

Application Deadline: Open until filled.

Location: Corvallis, Oregon

About the Institute for Applied Ecology

Founded in 1999, the Institute for Applied Ecology (IAE) is a dynamic non-profit organization whose mission is to conserve native species and habitat through restoration, research, and education. Our programs, services, organizational structure, staffing, and other organization features are described at <https://appliedeco.org/>. IAE currently operates in ten Western states. Our main office is in Corvallis, Oregon, and we have had a successful branch office in Santa Fe, New Mexico since 2015. The Institute is governed by an 11-member Board of Directors. IAE's most recent annual budget is over \$5 million. IAE currently has about 45 employees, 35 seasonal employees, and 2 interns.

ATTRIBUTES OF AN EXECUTIVE DIRECTOR

The IAE Board of Directors is looking for a proven leader who will help us maintain and enhance our strong suite of programs and services, maintain and build on our network of funding organizations developed over more than twenty years. The ideal candidate for the Executive Director position would combine leadership abilities and strategic thinking with a thoughtful, effective approach to day-to-day operations management, strategic planning, and organizational guidance. Strong communication skills, and capacity to be an effective spokesperson for IAE are critical. We expect that the Executive Director will work closely with our Board to continually evaluate the strengths and weaknesses of the organization and develop a clear path into the future.

REQUIRED SKILLS AND EXPERIENCE

- Significant experience in senior leadership positions in organizations, preferably with annual budgets exceeding \$2 million a year.
- Experience leading a team of professionals, providing strategic direction for an organization, overseeing organization operations, sustaining an organization's financial stability, fostering a positive and collaborative work environment, and guiding programs and partnerships.
- Strong knowledge or experience in the restoration, conservation, or research of native species and their habitats.
- Experience working with local, state, and federal natural resource agencies, governments, landowners, and other stakeholders. Working knowledge of state and federal natural resource contract programs related to IAE work.
- Demonstrated skill cultivating relationships and partnerships to advance an organization's mission, objectives, and programs.
- Excellent communication skills and ability to work with media, staff, and community.



DESIRABLE SKILLS AND EXPERIENCE

- A proven track record of growing organizational capacity and programmatic impact.
- Experience in senior leadership positions in non-profit organizations. Experience working with non-profit board of directors.
- Experience working with natural resource agency contract projects.
- Demonstrated success in developing and implementing fund development plans.
- Demonstrated experience with complex fiscal management systems and oversight.

COMPENSATION, BENEFITS, AND WORKING CONDITIONS

Compensation will be based on experience and qualifications. The salary is negotiable. Health Insurance, paid time off, sick leave, holidays, and Retirement Match are included.

The position is based in the Corvallis office with occasional travel to fulfill the responsibilities of the position.

APPLICATION PROCESS

1. Submit a resume and list three references.
2. Submit a cover letter that addresses the following questions:
 - Why do you want to be the Executive Director of the IAE? What motivated you to apply for this position?
 - How do your skills, knowledge, abilities, and experiences align with responsibilities of the position? What additional skills, knowledge and abilities make you a good fit for this position?
 - Provide your experience history explaining the role you had and the time you were in the previous position(s).
 - What else would you like the IAE Board of Directors to know about yourself as it applies to becoming the next Executive Director of IAE?
 - When could you begin work?

Submit your applications material by email to EDjob@appliedeco.org

or mail your application materials to:

Executive Director Application
Institute for Applied Ecology
4950 SW Hout St.
Corvallis, OR 97333



SELECTION PROCESS

Review of applications is upon receipt. Initial interviews will be by electronic communication. Finalists will visit the facilities, meet with Management Team members, and be interviewed by the search committee. References will be contacted after the last round of interviews. The search will be open until the position is filled.

IAE is an equal opportunity/affirmative action employer. All qualified candidates will receive consideration regardless of sex, sexual orientation, gender, race, color, age, or any other characteristic. IAE is committed to reflecting the diversity of Oregon's communities. We strive to ensure that our internal culture, business practices, and programs are welcoming and advance our diversity goals.