Job title: Deputy Director

Salary: $53,000 - $57,000

Hours: Full time (open to proposals from people who prefer to work three-quarters time)

First review: December 29th (open until filled)

Start date: February 2022

Location: Office in Vancouver, WA. Hybrid schedule

Resume and cover letter in one PDF to: Sunrise O’Mahoney, Executive Director
sunrise@thewatershedalliance.org

Subject line: Deputy Director and your name

Benefits: Health, dental and vision insurance, employer paid retirement plan, 3 weeks accrued PTO, 7 self-selected holidays, 3 floaters, flexible schedule with a healthy work/life balance work culture

The Watershed Alliance is an environmental nonprofit in Clark County committed to improving our local creeks and rivers. The Watershed Alliance works to educate and engage community members to be active stewards of southwest Washington’s natural legacy, with a focus on creeks, lakes, and other water bodies. We educate children and adults, while giving them hands-on opportunities to participate in the restoration and protection of waterways. Thousands of native plants are planted with hundreds of volunteers in Clark County each year, many pounds of litter are picked up at beach cleanups every year by volunteers and hundreds of students are taught about what stormwater is and the impacts our actions have on our water.

For more information about Watershed Alliance of Southwest Washington go to our website at https://thewatershedalliance.org. Follow us on Facebook or Instagram

ORGANIZATIONAL COVID-19 VACCINATION INFORMATION: Fully vaccinated prior to first day. Masks are required in the office at this time regardless of vaccination status. Guidelines are subject to change.

The Role:
This newly created role is designed to support the Executive Director by assuming many of the internal operational responsibilities of the organization. The Deputy Director will partner closely with the Executive Director to chart the Watershed Alliance’s future growth and strategic response to an increase in demand for the organization’s programs around Clark County.

Major areas of responsibility will include fundraising support, contract management, human resources, technology, fiscal management, program and communications, and planning.
We encourage and welcome diversity. The Watershed Alliance is an equal opportunity employer and committed to building a diverse workforce. We are committed to equity as an organizational value. We encourage Black, Indigenous, People of Color, LGBTQ+ people, and people from groups who are underrepresented to apply for this opportunity.

The value of different backgrounds and perspectives should not be overlooked. Having a diverse workforce assists us in looking at all situations from a variety of angles and encourages the development of innovative ideas and solutions.

Some types of diversity are as follows:
- Culture
- Ethnicity
- Gender
- Age

Respecting each individual and recognizing the value that we each bring to our team is essential. By creating a supportive environment that allows everyone to perform to his or her potential, we achieve success.

**Reports to:** Executive Director

**Responsibilities:**

**Fundraising Support**
- Manage research into future grant opportunities, calendar of grant applications to submit, leads on letters of inquiry, grant writing, and reporting
- Leads on relationship-building with existing institutional funders
- Assist the Executive Director in pulling/maintaining lists of prospective donors being pursued
- Support the Executive Director and any consultant with regards to fundraising planning
- Provide logistical/management support for the Executive Director for fundraising events
- Provides support for grassroots fundraising, such as a peer-to-peer campaign

**Contract and Fiscal Management**
- Reporting and contract management, including invoicing for cost-reimbursement contracts
- Manage accounts payable, including forwarding invoices to the accountant to pay what’s appropriate
- Oversees payroll operations and systems for tracking employee time-off
- Leads on creation of annual budget; make suggestions for improving budgeting system
- Works with the accountant to ensure timely filing of essential state taxes (e.g. worker’s comp, B&O tax, etc.)
- Works with the accountant/board treasurer to present financial information to the board
- Final approval of neighborhood micro-grants

**Human Resources and Technology**
- Oversees recruitment and onboarding of new staff
- Ensures personnel policies are up-to-date and being followed
- Assess any technology needs and make recommendations; oversee implementation of any changes
Programs and Communications
- Identifies efficiencies and policies to create consistency across programs/projects
- Attends some events (where the Executive Director is unavailable), with a primary role talking with volunteers/attendees
- Lead for creation of Annual Report

Long-term planning
- Produces evaluations of key programs (both to inform grant reports and to help set future program direction)
- Participates in strategic planning
- Organizational planning around additional ways to fund work (i.e. private property work)

Other duties
- Attend board meetings and provide ad hoc logistical support for the board where appropriate

Desired Attributes and Preferred Skills

We are seeking applications from those with a strong commitment to the Watershed Alliance’s mission, at least 3 years of experience in nonprofit organizations or public agencies, and specific experience of relevance for most of the expected duties.

Desired Attributes:
- Commitment to issues of diversity, equity and inclusion as they relate to nonprofit organizations
- Success in roles requiring execution of multiple tasks, while responding to multiple priorities and deadlines
- Proven ability to work with efficiency, flexibility, and good humor, while remaining highly organized
- Enjoy working in a collaborative environment
- Demonstrated ability to build and maintain relationships with a wide array of institutions (government, for-profit, nonprofit) and people from diverse backgrounds
- Outstanding communication and interpersonal skills
- Self-starter, self-disciplined

Driving to and from events is part of the job and therefore driver’s license and proof of insurance is required

Preferred skills:
- Spanish bilingual/bicultural
- Google Drive
- WordPress or other website platform experience
- Little Green Light
- Public speaking
- Environmental background and/or knowledge

Watershed Alliance is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, disability, age, gender identity.