



# District Manager — POSITION OPENING (2022)

We are the West Multnomah Soil & Water Conservation District, a publicly funded special district conservation organization located in Portland, Oregon. Our mission is to provide resources, information, and expertise to inspire people to actively improve air and water quality, fish and wildlife habitat, and soil health. We do this by providing conservation planning services and technical and financial assistance to landowners and land managers in our District.

We are pleased to announce our search for a District Manager. Our District Manager position is key to our organization and is responsible for representation of the District, conservation program and work plan development, organizational, personnel, and fiscal management, and board development and support. This might be the right position for you if you are passionate about natural resource conservation, agriculture, urban and rural land use, and our environment, and you have the skills to inspire, motivate, and align the staff and board toward common goals and strategies in fulfillment of the District's mission.

The position reports directly to the Board Chair and supervises our staff. Our ideal District Manager will help us create a workplace where we can all thrive while serving our communities!

We require:

- Bachelor's degree or equivalent transferable skills in public administration, non-profit management, environmental policy and management, business administration, or related discipline. Transferable skills are any skills gained through education, work experience (including the military) or life experiences that are relevant for this position.
- Skills in budget development, preparation, and maintenance.
- Seven years minimum experience in organizational, financial, and personnel management, including direct supervision of staff.

We are looking for an experienced leader with demonstrated ability to interpret and implement statutes, regulations, policies, and laws relevant to the District, and the ability to make decisions with sound judgment and integrity. This position will require you to exercise leadership and critical thinking skills and to work with diverse groups and individuals to continue our current diversity, equity, and inclusion practices and ongoing initiatives.

A complete job description can be found [on our website \(https://wmswcd.org/wp-content/uploads/2022/07/District-Manager-Position-Description-2022.07.pdf\)](https://wmswcd.org/wp-content/uploads/2022/07/District-Manager-Position-Description-2022.07.pdf)

The District Manager position is full-time and exempt with a salary range from \$105,000 to \$155,000. This can be a hybrid position (in-office work combined with telework). We offer a generous benefit package which includes medical, dental, and vision coverage, short and long-term disability, life insurance, Oregon Public Employees Retirement System (PERS) participation, optional employee-contribution retirement plan, health reimbursement arrangement (HRA) plan, cell phone stipend, wellness program, employee assistance program, ten paid holidays, alternative/flexible work schedules, personal time, sick leave, and paid vacation leave.

If you are interested in joining us, we encourage you to apply! For confidential consideration, please submit a cover letter and resume to: [recruitment@cascadeemployers.com](mailto:recruitment@cascadeemployers.com) with the subject line "WMSWCD District Manager." Your cover letter and resume should include details adequate to evaluate how you meet the required and, as relevant, preferred qualifications. Initial screening will begin August 1, 2022; position is open until filled.

Applicants are eligible for Veterans' Preference when applying with West Multnomah Soil & Water Conservation District. For more information on required materials to submit, please see our Veterans' Preference Policy.

West Multnomah Soil & Water Conservation District is an equal opportunity employer. We welcome and encourage applications from Black, Indigenous, and people of color, women, and LGBTQ+ individuals. We look forward to hearing from you!