

Job Announcement for a District Manager

Position available:	District Manager
Location:	3236 S. Kelly Ave., Suite 200, Portland, Oregon 97239 Hybrid office/remote work setting, min 2 days/week in person
Period of Employment:	Full time, FLSA Exempt position, 40 hours per week
Starting Salary Range:	Starting salary range: \$9,836 not to exceed \$11,367 per month.
Application Deadline:	Cover letter and resume must be received by midnight Sunday May 25, 2025

General Summary

The [West Multnomah Soil & Water Conservation District](#) is hiring a District Manager. This might be the right position for you if you are passionate and knowledgeable about natural resource conservation, sustainable agriculture, habitat restoration, conservation forestry practices and working collaboratively with a dedicated and talented team of professionals. You have the skills to inspire, motivate, collaborate with, and align the 11 staff and 7 board directors toward common goals and strategies in fulfillment of the District's mission.

The District Manager is responsible for representing the District, conservation program and work plan development, organizational, personnel, and fiscal management, and board development and support. The District Manager reports to the seven-member West Multnomah SWCD Board of Directors.

Who We Are

The [West Multnomah Soil & Water Conservation District](#) is a publicly funded special district whose 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. Our team of 11 people includes Conservationist Planners, Conservation Technicians, Outreach & Communications Coordinator, and operations staff. We partner with many organizations and individuals, including residents and private landowners to accomplish our mission in Multnomah County west of the Willamette River, including all of Sauvie Island. Our services include assisting land managers with wildlife habitat and stream restoration, invasive weed management, workshops, conservation planning for healthy forests, farms, streams, and soil, and financial assistance for conservation projects, community partners focused on conservation, and establishing school and community gardens.

What You Will Do

Some key elements of the District Manager role include:

- Coordinate with staff and board members to ensure that the District's relationships with partners, landowners, and community organizations are maintained and that the District is represented in important and relevant collaborations.
- Initiate and take the lead on strategic initiatives with outside organizations on issues such as climate change, wildfire risk management, and protection of rare and declining habitats.
- Lead special projects and strategic initiatives consistent with the District's Long Range Business Plan.
- Work with staff to identify ways to strengthen existing partnerships and create new partnerships to implement conservation practices and fulfill the District's mission.
- Work with staff to propose and formulate organizational policy and other solutions to address local conservation challenges.
- Work with staff to pursue grants and provide letters of support for partner projects that match identified strategic directions.
- Support and lead District efforts on diversity, equity, and inclusion practices, trainings, and initiatives, including DEI work embedded in each staff workplan and in District representation overall.
- Ensure the District meets all local, state, and federal personnel and safety laws and all other legal obligations.
- Work with conservation staff and Budget & Fiscal Manager to ensure that funder reporting requirements are met and program reports are completed.
- Maintain a safe, positive, and collaborative work environment; foster a culture of mutual respect and support that welcomes and incorporates input from all staff at all levels of decision-making.
- Work with board and staff to ensure that the District is fiscally responsible, transparent, and fully accountable.

Minimum Qualifications

- 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 management.
- Seven years minimum experience in organizational, financial, and personnel management, including direct supervision of staff. Must be proficient in English (oral and written) for effective communication with board members, staff, partners, and the public.
- Must be committed to the District's work on diversity, equity, and inclusion, including utilizing tools such as an equity lens in decision making.

The following qualifications are preferred in this role:

- Demonstrated ability to interpret and implement statutes, regulations, policies, and laws relevant to the District
- Ability to make decisions with sound judgment and integrity.
- Familiarity and / or experience in [and commitment to] natural resources conservation, habitat restoration, sustainable agriculture, and/or forestry
- Leadership and critical thinking skills
- Ability to work with diverse groups and individuals to continue our current diversity, equity, and inclusion practices and ongoing initiatives.

Diversity, Equity and Inclusion

District staff and board strive to build and sustain an inclusive environment that embraces and values diversity and fosters fairness, equity, inclusion and belonging. This position is expected to demonstrate and lead the board and staff in its stated goals on diversity equity and inclusion. Diversity/equity/inclusion trainings are required on hiring and annually. They are also invited to participate in District's diversity, equity, and inclusion committee.

Compensation and Benefits

The District Manager position is full-time (exempt) with a starting salary range from \$9,836 not to exceed \$11,367 per month. This is a hybrid position based in Portland, Oregon (in-office work from our office in Portland combined with remote work). District hybrid work policy requires minimum 2 days per week in person (office, field visits, in person meetings, trainings, etc).

We offer a generous benefits 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, paid personal time off, and sick leave.

Pay Equity:

As an employer, the District complies with HB 2005, the Pay Equity Bill. We do not discriminate based on protected class in the payment of wages, and we do not screen applicants based on their current or past compensation.

To Apply

If you are interested in joining our dedicated team of conservation professionals, we encourage you to apply! For confidential consideration, please submit a **cover letter and resume** to: recruitment@cascadeemployers.com with the subject line "WMSWCD District Manager." **Your cover letter and resume should include details addressing how you meet the minimum and preferred qualifications.** Complete applications **must be received by midnight Sunday May 25, 2025.** Cascade Employers Association is assisting with this recruitment.

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](#).

District Redaction of Your Application Materials

In pursuit of our equity goals and to reduce the potential for unconscious bias, a District representative will redact certain personal information from submitted application materials before evaluation by the review team. Redacted information includes name, pronouns, contact information, links to social media accounts and personal websites/webpages, photographs, graduation dates and names of schools. Degrees obtained and number of years attended will be retained for review (however, dates of attendance will be excluded).

Anti-Discrimination

The District is an equal opportunity employer and service provider. The District does not discriminate based on any class or identity including age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, and veteran status.

Terms of Employment

This position is at-will, consistent with Oregon law. The position is exempt from overtime pay.

Questions

For questions about the application process, or to request an accommodation to access and participate in this recruitment, email recruitment@cascadeemployers.com with the subject line "WMSWCD District Manager."