



POSITION TITLE: Executive Director

REPORTS TO: Chair, Board of Trustees

POSITION TYPE: Full-time, salaried. Position requires occasional weekend and evening work. Seasonal hybrid work schedule may be arranged by mutual agreement.

SALARY: \$85,000 - \$95,000, dependent on experience.

ABOUT PACIFIC RIM INSTITUTE

Pacific Rim Institute for Environmental Stewardship was created out of a deep love for the natural world and a commitment to its care, preservation, and restoration. On the PRI campus on Whidbey Island located on Puget Sound, we actively work to restore endangered Washington prairie through careful monitoring, invasive species management, and the introduction or supplementation of native species. In addition to engaging in practical care, PRI is open to the community as an educational center and offers its expertise and resources to other organizations involved in the vital work of restoration and reconciliation with the land. While PRI is a Christian organization, we recognize the importance of building a diverse, welcoming community that pursues restoration and reconciliation with the land, hand in hand with all of our neighbors.

ABOUT THIS OPPORTUNITY

Pacific Rim Institute (PRI) is looking for a dynamic and resourceful Executive Director to lead PRI's efforts to restore native habitat on Whidbey Island and throughout Western Washington. The Executive Director will work with the board of trustees to guide the organization, and will lead the staff to maintain and develop all PRI programs, fundraising and development, and general operations. This position holds primary responsibility for executing PRI's mission, including guiding PRI's biodiversity restoration work, and building a strong, engaged network of donors, volunteers, and partner organizations.

PRIMARY RESPONSIBILITIES

- Supervise and motivate the staff and interns.
- Conduct regular performance reviews for all permanent staff.
- Nurture community among staff and interns in an inclusive, non-discriminatory environment.
- Represent PRI's mission and work to the local and global community.
- Maintain and develop collaborative relationships with volunteers, community members and key organizations, including local and state government, non-profits, faith-based organizations, and tribal communities.

- Plan and engage in special events that promote the work of PRI.
- Maintain regular contact with PRI's donor base and invite new donor participation in support of PRI's work.
- Identify grant opportunities and oversee grant application and report processes.
- Develop creative funding opportunities in the realms of business and social enterprise.
- Promote educational opportunities for students through course facilitation and internships.
- Plan, execute, and resource needed changes to the PRI facilities and property
- Keep the Board of Trustees informed, attend Board meetings, and engage Board members in collaborative efforts to support PRI.
- Participate in the activities of land stewardship.

QUALIFICATIONS

The Executive Director plays a pivotal role in shaping the strategic direction of the institute. Competitive candidates will highlight the following in their application:

PERSONAL QUALITIES, TRAITS, AND ATTRIBUTES

- Understanding of Christian faith and values as a foundation for environmental and social justice.
- Desire to work for a Christian organization that strives to continually deepen its commitments to environmental and social justice through restoration and reconciliation work in collaboration with a diverse community of volunteers, donors, and partner organizations.
- Deep appreciation of the diversity of values and perspectives represented in the wider community of PRI stakeholders
- Strong public speaking, writing, and interpersonal skills, with the ability to inspire engagement across diverse audiences.

EDUCATION AND EXPERIENCE

- 5+ years of professional executive-level leadership experience in an environmental non-profit context OR an MA or PhD degree with 3-5 years of professional leadership experience in an area related to PRI's habitat restoration mission, OR equivalent as determined by the Board of Trustees. Understanding of scientific research is a plus. Bachelor's degree may suffice with 5+ years of professional leadership experience.
- Experience in habitat restoration and environmental sustainability.
- Experience in an inclusive Christian non-profit or educational environment.
- Experience in the cultivation of collaborative partnerships with partner organizations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to think creatively and develop solutions to meet facility and stewardship needs.
- Proven ability to identify and secure sustainable funding sources
- Familiarity with fundraising and communication tools, including CRM platforms, and the ability to leverage these tools for donor and volunteer engagement.

- Demonstrated organizational skills, with experience managing multiple projects, meeting deadlines, and setting priorities.
- Ability to communicate with diverse audiences, and commitment to diversity, equity and inclusion.
- Ability to foster and maintain a spirit of unity, teamwork, and cooperation among staff, interns, and volunteers and Board members
- A working knowledge of relevant computer software platforms.
- Commitment to keep proprietary information confidential.

PHYSICAL DEMANDS

The Executive Director may sometimes participate in the hands-on work of land stewardship. Reasonable accommodations will be made to enable individuals with disabilities or other physical limitations to participate. The Executive Director may assist with:

Lifting and/or moving up to 50 pounds, handling heavy restoration-related equipment including tractors/implements, brush-mowers, etc., and assisting with equipment maintenance and repair.

1. Operate an automobile, van or truck on public roads or highways, as well as a utility vehicle and tractor in the field.
2. Prepare for exposure to potentially hazardous or unpleasant conditions and/or physical effort of some duration. The noise level in the work environment is usually moderate, but can be excessive, requiring the use of ear protection gear.

LOCATION AND SCHEDULE

The Executive Director is a full-time, exempt position, based out of PRI's Coupeville office on Whidbey Island, WA. This position will include occasional weekend and evening work.

BENEFITS

- Vacation accrual policy of 12 days per year, increasing with tenure
- 12 paid holidays annually (some discretionary, some predetermined)
- Paid sick leave
- Employer contributes \$300.00 (monthly) towards healthcare
- On site housing negotiable as part of the compensation package, depending on program and employee needs.
- \$20 monthly stipend toward professional cell phone use.

HOW TO APPLY

Submit a resume and cover letter describing your professional and personal experience relevant to the position to employment@pacificcriminstitute.org . Include "Executive Director" in the subject line. **This position is open until filled, with priority given to applications received by February 15, 2025.** Preference will be given to highly qualified applicants who can begin work in this role as soon after that date as possible. We look forward to hearing from you.

PRI is a faith-based 501(c)3 organization that fully adheres to Washington State employment law regarding diversity, equity, inclusion and nondiscrimination. Women, people of color and

applicants with identities that are underrepresented in the Christian environmental stewardship field are strongly encouraged to apply.