

Jeffrey M. Siegrist & Company

Position Description Executive Director Pacific Northwest

The Client

Our client, the Nisqually Community Forest (NCF), is a nonprofit working forest managed to provide economic, environmental, and cultural benefits to the Nisqually Watershed community. NCF is a wholly-owned subsidiary of the Nisqually Land Trust, with its own board of directors and IRS-recognized corporate status, and works closely with its major partner, the Nisqually Indian Tribe. As a nonprofit land conservancy, the NCF has the power to buy, sell, hold, and manage working timberlands.

Since 2014, the NCF and the Nisqually Indian Tribe have acquired 5,500 acres of timberlands:

- Phase 1: NCF acquired 1,920 acres of industrial timberlands along Busy Wild Creek, containing miles of critical habitat for threatened Chinook salmon and steelhead trout.
- Phase 2: NCF acquired 960 acres along the Busy Wild; the Nisqually Indian Tribe acquired an adjoining 1,240 acres.
- Phase 3: The Tribe acquired an additional 1,380 acres.

This land is managed as the Nisqually Community Forest, the largest nonprofit community forest in the Pacific Northwest. Under the Nisqually Community Forest Management Plan, timberlands are transitioning from plantation forestry to a regimen of ecological forestry, which supports steady, sustainable local jobs through continued timber production while restoring forest characteristics such as biodiversity, carbon sequestration, watershed protection, and wildlife habitat.

The Position

The Executive Director (ED) reports to the Board of Directors and is responsible for implementing the policies adopted by the Board to fulfill the NCF mission and for day-to-day supervision, management, and direction of NCF business and affairs. The ED is the organization's chief executive, chief financial officer, and, currently, sole employee, supported by an annual operating budget of approximately \$300,000. The successful candidate may be required to work after normal work hours or on weekends to attend NCF functions.

In collaboration with the Board, the ED develops and implements strategic initiatives to advance the NCF vision and mission. The ED is the public face of the organization and works closely with its partners and communities. The successful candidate will oversee land acquisition and forest management and will use Land Trust Alliance accreditation standards as an additional guide for all NCF leadership and management activities. Responsibilities include:

- **LEADERSHIP, SUPERVISION AND ADMINISTRATION**
 - Organizational leadership, motivation, and direction.
 - Board support.
 - Consultation with human resources and legal experts as needed.
 - Management of NCF administration to ensure an efficient, cohesive organization that operates in an atmosphere of mutual support, inclusiveness, trust, respect and teamwork.
 - Development and implementation of long-range strategic plans and annual work plans.
 - Collaboration with the Board to set the vision, mission, strategies and policies of the organization.
 - Management of NCF consistent with Board-adopted plans, budgets, and policies.
 - Compliance with Land Trust Alliance Standards and Practices.
 - Coordination with Nisqually Land Trust on an annual audit, periodic Land Trust Alliance re-accreditation, and appointment of NCF board members.
 - Board-member recruitment, orientation, and ongoing education.
 - If and when needed, as determined in collaboration with the Board, recruitment, hiring, development, supervision and support of staff.

- **OUTREACH AND COMMUNITY RELATIONS**
 - Developing an NCF Advisory Committee that keeps the “community” in the Community Forest.
 - Developing a dynamic NCF website.
 - Cultivating relationships with community groups, governmental entities, tribes, community leaders and other organizations both within and beyond the Nisqually Watershed.
 - Providing leadership in local, regional, and national efforts to develop innovative community-forest strategies and advocate for community forestry on a larger scale.
 - Representing NCF to the community through site visits, public meetings, speaking engagements, public appearances, and participation in community organizations, committees and activities.

- Managing, editing, and contributing to NCF print and electronic communications, including newsletters, annual reports, and other materials.
- **FOREST MANAGEMENT AND OPERATIONS**
 - Development and management of contracts for forest operations, including forest management, logging, harvest of non-timber products, and road maintenance.
 - Continuing adherence to NCF's goal of supporting its operations through revenues from ecological forestry rather than charitable donations.
 - Over the first three years, transitioning contracted management of forest operations to direct management to a degree determined jointly with the Board.
 - As needed, updating the NCF Forest Management Master Plan.
 - Development of annual and five-year work plans.
 - Compliance with all county, state, and federal regulations regarding forest operation.
 - Compliance with all land-stewardship standards and practices required for Land Trust Alliance accreditation.
- **FINANCIAL AND INVESTMENT MANAGEMENT**
 - Management of NCF's long-term financial health, including, in collaboration with the Board, identification of long-term financial needs and strategies to meet them.
 - Development and maintenance of accounting practices, policies and procedures that assure the accuracy of the organization's information, accounting, and security systems.
 - Maintaining a positive working relationship with contract bookkeepers and accountants, independent auditors, lawyers, and other NCF consultants and advisors.
 - Development of the annual budget and work plans and operation of NCF within its annual budget.
 - Management of NCF investment and checking accounts, in collaboration with the Finance Committee and outside investment advisor(s).
 - Preparation of regular financial reports for Board review.
 - Assuring Board compliance with all NCF financial-management policies.

- **LAND ACQUISITION**
 - Design and implementation of NCF land-acquisition strategies, in collaboration with the Board.
 - Identification and solicitation of project-specific funding through timely application for public grants, private foundation grants, and other project fundraising.
 - Working with private landowners, community partners, local, state, county, federal, and tribal agencies, and other conservation groups to acquire and conserve priority community-forest lands
 - Supervision of acquisition staff or contractors in the execution of all easement and fee-title acquisitions as they perform tasks necessary to a transaction, including:
 - Preparation of transaction documents.
 - Review of documents drafted by other parties.
 - Interaction with landowners, their agents and advisors, NCF's legal counsel, title companies, surveyors, lenders, etc.
 - In-house review of title, survey, environmental issues and other due-diligence materials.
 - Supervision of necessary review by NCF's legal counsel.
 - When needed, directly participating in NCF land acquisitions.
 - Development of NCF special projects and initiatives, such as carbon-credit sales.
 - Understanding of tax and conservation laws and relevant changes.
 - Compliance with all land-acquisition standards and practices required for Land Trust Alliance accreditation.

- **ADDITIONAL DUTIES AND RESPONSIBILITIES**
 - As policy dictates, reporting NCF activities, concerns, and performance information to the Board
 - Demonstrating awareness of, and adherence to, federal and state laws as they relate to NCF operations.
 - Involving Board or other advisors when outside expertise is needed in NCF operational activities.
 - Acting with integrity and honesty to promote good relations with Board members, staff (if hired), donors, funders, partners and the broader community.

Ideal Professional Background

The ideal candidate will have an undergraduate degree in environmental science, forest management, natural resource conservation, or a closely related discipline or equivalent experience; a graduate degree in a related discipline or Business is highly desirable. They will have a minimum of ten years in natural resource/timberland/forest management and a minimum of five years of leadership experience. The ideal candidate will also have:

- Ability to manage complex government, regulatory, environmental, public, and community relation issues.
- Proficiency working with public agencies.
- Proficiency in consensus and collaborative decision-making.
- Experience working with culturally diverse communities.
- Familiarity with all aspects of Pacific Northwest natural resources management, including cultural resources, forestry, fisheries, wildlife, and land use.
- Knowledge of forest resources stewardship.
- Knowledge in all aspects of lands administration, including real-estate transactions, disputes, inventory management, land records, etc.
- Knowledge in safety related management.
- Ability to develop and manage partnerships and strategic alliances with internal and external stakeholders, with an emphasis on participating in and utilizing the team approach.

Ideal Personal Background

The ideal candidate will be a self-motivated team player who can accomplish goals in collaboration with others. They will have strong people skills, excellent verbal and written communications skills, excellent presentation skills, and excellent negotiation skills. The Executive Director will have the ability to work at all levels in an organization, excellent relationship-building skills, and a strong work ethic. They will be creative, results-oriented, highly organized, self-motivated, and able to efficiently manage several diverse tasks at the same time. The successful candidate will have strong asset-management skills and will be customer-service oriented. The Executive Director must be ethical and trustworthy and must work with candor in all endeavors. Finally, the successful candidate will have the professional presence and demeanor to be the senior executive of the Nisqually Community Forest.

Contact Information

Jeffrey M. Siegrist
Jeffrey M. Siegrist & Company
Post Office Box 4444
Pawleys Island, South Carolina 29585
Phone: (803) 831-9383
Cell: (704) 661-0535
Skype: jeffreysiegrist
Email: jeff@siegristandcompany.com
Website: www.siegristandcompany.com
Client: www.nisquallycommunityforest.org

William M. Siegrist
Jeffrey M. Siegrist & Company
Post Office Box 2068
Portland, Oregon 97208
Phone: (503) 896-1002
Cell: (704) 661-2816
Skype: williamsiegrist
Email: will@siegristandcompany.com
Website: www.siegristandcompany.com
Client: www.nisquallycommunityforest.org