



Job Title

Executive Director

About the Coalition

The Washington Wildlife and Recreation Coalition is hiring a new Executive Director to advance our mission of creating a greener, healthier, more equitable, and better Washington for all, through community outreach, network building, and advocacy for conservation and outdoor recreation funding.

All communities deserve to have safe and accessible outdoor recreation and conservation opportunities. That is why, for over 35 years, we have been the steadfast champions for the Washington Wildlife and Recreation Program (WWRP), a state-funded grant program for local and state parks, hiking and bicycle trails, wildlife areas, working farms, shoreline access sites and more. You can read more about our work on our website (wildliferecreation.org) and in our strategic plan (bit.ly/WWRCstratplan20).

The Coalition board and staff have made a commitment to improving Equity, Diversity, and Belonging in all areas of our work. We are seeking a deep and diverse pool of candidates for this position, and candidates from all backgrounds are encouraged to apply.

Our staff is a small, friendly team, driven by a shared passion for Washington's outdoors. We strive to be adaptive, fun, and collaborative. We are always willing to pitch in on projects outside our own portfolios, to roll up our sleeves to get stuff done. We hope you'll join us!

The Role:

Reporting to the Board of Directors, the Executive Director's (ED) primary responsibility is managing the process to secure funding in the State capital budget for the Washington Wildlife and Recreation Program. The ED provides overall leadership for the daily operations of the Coalition, including fundraising, budgeting, financial management and reporting, coaching, mentoring, and developing staff, and human resources. The ED also plays a critically important external leadership role with ultimate responsibility for effective governance, membership growth, board relations and development, resource development, and advocacy on behalf of the organization. The ED will serve as the face of the organization in partnership with the board.

Key Responsibilities

Organizational Leadership

- Embody and advance Coalition values, including collaboration, diversity and belonging, and healthy work-life balance.
- Develop a comprehensive annual budget that ensures financial health; monitor financial performance and adjust operations as required.
- Develop and implement annual organizational goals and actions plans.

- Oversee operations staff in implementing finance, operations, human resources, and technology.
- Report organizational operations, strategy and fiscal status to Board of Directors and facilitate regular board meetings.
- Seek out and forward opportunities for board development, including by recruiting and developing a diversity of board members.
- Guide the organization's next strategic planning process (2026), in partnership with Board of Directors.
- Oversee hiring, as needed, of a diverse staff.

Fundraising

- Lead philanthropy staff and board in development of fundraising plans from diverse revenue sources.
- Partner with philanthropy staff and board to develop and nurture donor relationships and programs, including with individuals, corporations, and foundations.
- Work with staff and board to identify and cultivate new revenue sources.

Advocacy

- Build positive and supportive relationships with a diverse set of partners, including recreation nonprofits, conservation organizations, industry, hunting and fishing organizations, and land managers. Continue the Coalition's successful efforts leveraging common interests into support for our mission and community.
- Represent the organization in recreation planning, conservation, and legislative meetings, committees, task groups and initiatives.
- Positively represent, promote, and raise awareness of our work through conference presentations, community events, and stakeholder meetings.
- Engage in Washington's legislative sessions to support recreation policy and funding, and lead an effective program for influencing funding, including by overseeing the work of contracted lobbyists in Olympia.
- Expand ongoing efforts to build relationships and educate lawmakers and their constituents on the many benefits of the WWRP for their communities. Lead partners and legislators and legislative staff into the field to see and experience the WWRC's many good works.

Core Competencies / Education Requirements:

- Demonstrated experience in leadership roles within non-profit organizations.
- Collaborative leadership abilities, including working with diverse and/or bipartisan audiences.
- Demonstrated ability to fundraise successfully.
- Ability to develop, manage, and communicate a budget.
- Strong diplomatic skills, emphasizing ability to advocate and negotiate.
- Demonstrated ability to manage staff with varied workstyles, and effectively prioritize and delegate.
- Management experience in a remote work environment preferred.

Compensation & Benefits

Starting salary ranges from \$90,000 - \$120,000, depending on qualifications and experience. This is a regular, full-time, exempt position. The Coalition offers:

- Generous benefits package including medical, dental, vision, and retirement contributions.
- Liberal vacation and sick leave.
- Employees choose their own culturally or personally significant holidays.
- Remote work flexibility within Washington (must reside within Washington).
- Potential for flex schedules (to be discussed with the candidate).

Work Environment/Travel/Physical Requirements:

Our team works fully remotely from their homes. The Coalition provides employees with laptop computers and related equipment, as well as a monthly stipend to offset phone/internet costs. The majority of the time will be spent working on the computer and/or phone and working collaboratively online with team members.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to work at a computer, move around on even and uneven surfaces, and reach with hands and arms. In addition, during the out-of-office timeframes, employee must be able to make visits and/or inspections of indoor and outdoor facilities involving moving around on varied surfaces, and/or driving, sometimes in inclement weather.

This position requires occasional travel throughout the state, sometimes including overnight trips. These average 2-4 trips per month, most frequently within the Seattle-Olympia corridor, but occasionally to other communities around the state. Occasional field trips to project sites, including working farms, hiking trails, and local parks may occur. Candidate must have access to a vehicle, insure it at levels in line with our business insurance requirements, and be licensed to drive.

Equity, Diversity, & Belonging

The Coalition is committed to advancing equity through our work and to becoming a more inclusive organization. We are actively learning and welcome the opportunity to improve our efforts every day. We are especially committed to making the Coalition a welcoming workplace for people of all identities.

The Coalition is proud to be an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, gender, gender identity or expression, sexual orientation, national origin, political ideology, age, veteran status, the presence of any sensory, mental or physical disability, or any other characteristic prohibited by law.

To Apply

Please send your resume and cover letter to admin@wildliferecreation.org. Your cover letter should describe your qualifications and skills. Applications without a cover letter will not be considered.

The position is open until filled. Applications received by November 1 will receive priority review. Applications will be reviewed and interviews scheduled on a rolling basis, beginning immediately. All candidates must be eligible to work for any US employer.