

ILLINOIS VALLEY WATERSHED COUNCIL

Position Announcement

Executive Director

Cave Junction, Oregon

Date Posted: 9/15/2026

Application Deadline: Open until filled

Are you a mission-driven leader with roots in natural resource stewardship, a talent for building relationships across diverse constituencies, and a deep respect for the connection between healthy communities and healthy watersheds? Do you find meaning in doing hard work in beautiful, remote places alongside people who care deeply about the land and water they share? If so, we'd love for you to be our next Executive Director.

The Illinois Valley Watershed Council (IVWC) is seeking an experienced, collaborative, and community-rooted leader to serve as its Executive Director — the organization's primary engine of mission delivery, partnership cultivation, and organizational sustainability.

About the Illinois Valley Watershed Council

The Illinois Valley Watershed Council (IVWC) is a 501(c)(3) nonprofit Oregon Plan watershed council serving the Illinois Valley — one of Oregon's most geographically remote and economically distressed communities, and home to some of the most ecologically significant salmon habitat remaining in the Pacific Northwest. Founded in 1994 and operating as a fully autonomous organization since 2022, IVWC collaborates with its community to restore, enhance, and sustain the health of the Illinois Valley watershed through voluntary, science-based restoration, community engagement, technical assistance, monitoring, and partnership development.

IVWC operates under the direction of a volunteer Board of Directors comprised entirely of Illinois Valley community residents. The organization maintains long-standing, active partnership agreements with numerous local, state, and federal partners, and its work is guided by a Board-approved Strategic Plan. IVWC carries out its mission through a lean, grant-funded organizational model that directs restoration benefits and investment into the local and regional economy.

The Illinois River is recognized as a charter salmon stronghold by the North American Salmon Stronghold Partnership and supports entirely wild, naturally produced populations of native salmonids. IVWC has spent nearly three decades building the trust, relationships, and institutional knowledge needed to serve as the connective tissue between agency partners, private landowners, and the community — making restoration possible across a mosaic of public and private lands in one of the Pacific Northwest's most important watersheds.

Position Summary

The Executive Director provides transparent, collaborative leadership in the planning and administration of all IVWC programs and operations, in accordance with the organization's mission, values, and Strategic Plan. The ED is IVWC's primary representative to funders, agency partners, community members, and the public, and serves as the principal driver of the organization's restoration program, resource development, community engagement, and governance support functions.

This is a full-time, non-exempt position hired by and reporting to the IVWC Board of Directors. The Board Chair serves as the ED's supervisor and primary point of contact. The position is funded through grants and donations, and the ED shares responsibility for developing and maintaining funding for the position.

What You Will Do

Primary areas of responsibility include:

- Board Engagement and Governance Support — advise, inform, and support effective Board governance; facilitate meetings; support director recruitment, orientation, and onboarding; assist with governance document development and maintenance
- Strategic Planning and Organizational Development — lead strategic planning, evaluate organizational priorities, and drive succession planning to ensure continuity of mission and institutional knowledge
- Watershed Health Programs and Project Management — lead identification, development, funding, and implementation of restoration and community engagement projects from inception through completion, including grant administration, permitting, contractor management, and reporting
- Resource Development and Grant Management — secure and administer grant funding from competitive, agency, foundation, and donor sources; maintain a diverse, sustainable grant portfolio
- Financial Management and Budgeting — oversee all financial operations in cooperation with the Finance and Office Manager, Board, and Budget Committee, including budgeting, reporting, payroll, and fiscal compliance
- Partnerships, Community Relations, and Agency Collaboration — cultivate and maintain IVWC's extensive network of relationships with agencies, peer organizations, landowners, Tribal communities, and county government; pursue and sustain formal partnership agreements
- Community Engagement and Outreach — build trust with Illinois Valley residents and landowners; lead education, outreach, and engagement activities; maintain public communications
- Organizational Administration and Risk Management — manage day-to-day operations and legal obligations; maintain organizational systems, records, and policies; ensure appropriate insurance coverage
- Personnel Management — recruit, supervise, develop, and retain staff; engage and administer service contractor agreements; foster a workplace culture consistent with IVWC's Core Values

What We Are Looking For

Required:

- Minimum of five years of progressively responsible experience in natural resource management, nonprofit administration, or a closely related field
- Demonstrated experience in grant writing, grant administration, and nonprofit financial management
- Strong written and verbal communication skills with the ability to represent IVWC effectively to diverse audiences including agency partners, funders, elected officials, and community members

- Experience in project management, contractor administration, and contract compliance
- Demonstrated ability to build and maintain collaborative relationships across a diverse range of organizational types and constituencies
- Ability to work independently with a high degree of initiative, accountability, and self-direction
- Valid Oregon driver's license and reliable personal transportation; ability to travel throughout the watershed and region

Highly Desired:

- Experience with Pacific Northwest watershed ecology, aquatic habitat restoration, or natural resource management in southwestern Oregon
- Familiarity with Oregon Plan watershed councils and the OWEB grant program
- Experience working with federal agencies including the USFS and BLM under formal partnership agreements
- Experience in community engagement, landowner outreach, and private lands conservation coordination
- Experience with succession planning and organizational capacity building in a small nonprofit context
- Commitment to equity, diversity, and inclusion in organizational operations and programs

What We Offer

- \$28.85 to \$38.46 per hour, depending on experience and qualifications, equivalent to approximately \$60,000 to \$80,000 annually at full time. This is an hourly, non-exempt position
- IVWC contributes toward the cost of employee health insurance premiums and offers a 401(k) retirement plan with employer contribution, along with paid time off and holidays. Benefits are established by the Board with reference to IVWC's Personnel Policy. Mileage is reimbursed at the current State of Oregon rate.
- Mileage reimbursement at the current State of Oregon rate
- A committed, engaged, and supportive Board of Directors
- Nearly three decades of institutional relationships, trust, and restoration track record to build on
- Meaningful, place-based work in one of the Pacific Northwest's most ecologically remarkable and community-rich landscapes
- Considerable opportunity to put your leadership, creativity, and vision to work in an organization poised for growth

Physical Requirements

This position combines indoor office work and outdoor field activities. Field duties require the ability to navigate uneven terrain, stream channels, and remote locations in variable weather conditions, and to occasionally move equipment and materials of 40 or more pounds. Travel throughout the Illinois Valley watershed and to meetings elsewhere in Oregon is a regular requirement. IVWC is friendly to adaptations and reasonable accommodations to perform essential job functions.

Location

This position is based out of the IVWC office in Cave Junction, Oregon. The ED must have the means to travel readily throughout the watershed and to regional meetings elsewhere in Oregon.

Equal Opportunity Employer

The Illinois Valley Watershed Council is an equal opportunity employer committed to promoting a diverse and inclusive organization. All applicants will receive consideration for employment without regard to race, color, national origin, age, disability, sex, gender identity or expression, sexual orientation, religion, political beliefs, income status, marital status, or familial or parental status. Candidates from underrepresented groups and with diverse lived experiences are encouraged to apply.

How to Apply

Please submit all application materials in a single PDF document to:
kevin@ivstreamteam.org

Please include:

- Resume demonstrating how your background meets the qualifications described above
- Three professional references with contact information and a brief description of your relationship with each

Application review begins: 9/15/2026

Position open until filled.

For more information about the Illinois Valley Watershed Council, visit:

<https://www.facebook.com/search/top?q=illinois%20valley%20watershed%20council>

and/or: <https://ivstreamteam.specialdistrict.org/>

The Illinois Valley Watershed Council serves the watershed, its waters, and the community of people who call it home.