

# Executive Director for Discover Your Northwest

## ABOUT US

Discover Your Northwest (DYNW) is a 501(c)(3) nonprofit social enterprise operating in Washington, Oregon, Idaho, California, and Montana. We passionately believe in the people-value of Northwest public lands and are dedicated to ensuring that our public lands are places of education, recreation, and inspiration for everyone. We are proud to be partners with the National Park Service, U.S. Forest Service, Bureau of Reclamation, and U.S. Army Corps of Engineers.

DYNW cultivates appreciation of Northwest public lands by operating on-site educational bookstores that provide visitors with high-quality books, educational products, maps, media, and other items that enhance visitor understanding. We currently partner with 36 National Parks, Forests, and Army Corps of Engineers sites. Our retail sales fund visitor events and programs, state-of-the-art exhibits, free publications, speakers and performances, habitat cleanup and restoration, and programs for volunteers of all social backgrounds.

Our retail activities provide the foundation for us to successfully fundraise for various projects and administer grants and agreements that enhance visitor experiences across Northwest public lands. DYNW also is the fiscal sponsor for many smaller organizations that complement our mission and partnerships. A staff of seven based in Seattle manages our operations.

## POSITION SUMMARY

DYNW's Executive Director sets the strategic vision for DYNW with the Board, provides leadership to staff, and represents DYNW to the larger nonprofit and public lands community.

### Responsibilities include:

- Overseeing the administration and day-to-day business activities of the organization.
- Managing the Seattle staff and up to twelve DYNW Branch Managers in our larger locations.
- Managing partner communications and relations with NPS, FS, ACOE and other agencies. This includes extensive travel to all DYNW partner sites.
- Vetting proposed grant/partnership opportunities for alignment with DYNW goals and serving as POC with funding organizations (new grant administrations, financial sponsorships, partner agreements, etc).
- Preparing the annual budget and nonprofit reporting to all agency partners.
- Overseeing financial performance and reviewing all financial reports.
- Providing supplemental ad hoc financial analysis.

### Key qualities of our ideal ED candidate include:

- Deeply committed to and well-versed in the values, language and practices of Diversity, Equity and Inclusion (DEI) centered nonprofit work. Ability to work effectively with diverse groups of people. Experience in working with government public land agencies is a plus.
- Passionate and knowledgeable about issues related to public lands in the Pacific Northwest.

- Excitement about listening to, working with, and learning alongside the diverse stakeholders in this multifaceted environment.
- Demonstrated ability to supervise and collaborate with staff.
- Able to represent DYNW's mission, vision and values with authentic passion, compelling storytelling, and grounded relationships in the public lands community.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting with an action-oriented adaptability to business planning.
- Strong written and oral communication skills.
- Strong work ethic with a high degree of energy, passion, idealism, integrity, and a self-directed and positive attitude.

**Our ideal ED candidate will have *some* of the following experience:**

- Experience working with the public lands community.
- Experience in nonprofit fiscal oversight and budgeting.
- Nonprofit management experience: 5+ years of senior nonprofit management role(s) at organizations of \$1,000,000+ budget size.
- Experience in retail management is a plus.
- Experience in fundraising, grant writing, and an understanding of the philanthropic community with the ability to engage a wide range of stakeholders.

**COMPENSATION AND TERMS**

Location: Pioneer Square, Seattle, WA. The ED is expected to have a significant on-site presence to interact with the team, but some remote work will be at their reasonable discretion.

Employment: Full-Time (40+ hours/week).

Salary: \$90,000 to \$100,000 depending on candidate qualifications.

Benefits: Medical, dental, vision, and life insurances, 401k 5% match, 2 weeks' vacation, 2 weeks sick time , 10 paid holidays.

**NOTE: This position will not be available until Fall of 2022, but all interested parties are encouraged to respond.**

**TO APPLY**

Please submit a **resume and cover letter** to [executive.search@discovernw.org](mailto:executive.search@discovernw.org) with the subject "DYNW ED".