

# Executive Director

Role Description · July 2026



<b>Role Profile</b>	Organizational Builder • Funding Strategist • Coalition Convener		
<b>Reports To</b>	TEP Board of Directors	<b>Approved By</b>	TEP Board of Directors
<b>FLSA Status</b>	Exempt	<b>Employment Status</b>	Full-Time, Regular
<b>Salary Grade</b>	14	<b>Salary Range</b>	\$106,000 - \$155,900
<b>Effective Date</b>	July 2026	<b>Location</b>	Tillamook County, Oregon
<b>Direct Reports</b>	Deputy Director; Development Director; Restoration and Monitoring Director; Plant Materials Program Manager; Owner's Rep/Facilities Manager; Admin Assistant		

## ROLE PURPOSE

The Executive Director provides the strategic, organizational, funding, and public leadership needed to keep TEP focused, well-resourced, trusted, and effective as it advances its mission with credibility and lasting impact.

The role holds both the internal and external leadership of the organization:

- **Internally**, the Executive Director creates the conditions for expert staff to thrive by establishing the clarity, trust, systems, and support needed for excellent work.
- **Externally**, the Executive Director represents TEP with credibility, builds durable relationships, strengthens funding and public trust, and keeps the organization grounded in science, partnership, and the long-term health of Tillamook County's land, water, wildlife, and communities.

## HOW THIS ROLE SUPPORTS THE MISSION

### TEP's Mission

*Tillamook Estuaries Partnership is dedicated to the conservation and restoration of Tillamook County's watersheds through active stewardship, scientific inquiry, community engagement, and education.*

### How This Role Advances It

The Executive Director advances TEP's mission by ensuring the organization has the vision, focus, funding, team health, board alignment, partnerships, and public trust needed to turn conservation and restoration priorities into lasting results.

## HOW THIS ROLE LEADS

*The leadership style and qualities that must be embodied for this role to succeed.*

**Empowering and service-minded.** Leads by creating clarity, trusting expertise, and placing ownership and decision-making with the people closest to the work.

**Care and candor.** Creates safety for honest input and handles expectations, feedback, and accountability in ways that feel clear, fair, and trust-building.

**Low ego, strong public presence.** Represents the organization with confidence, credibility, and humility, while keeping the focus on the mission rather than themselves.

**Curious and steady.** Listens deeply, looks for patterns and root causes, and stays grounded under pressure or complexity.

**Adaptive communicator.** Translates complex, science-based work clearly across different audiences without oversimplifying or losing credibility.

**Relationship-centered.** Builds trust patiently across people and groups with different perspectives, priorities, and levels of technical understanding.

**Rooted in place.** Leads with respect for Tillamook County's rural, relationship-driven culture and earns credibility through consistent presence, local listening, and genuine community connection.

## CORE ACCOUNTABILITIES

*Each accountability names an outcome the Executive Director owns and what success looks like when it is done well.*

### 1. Vision, Focus & Mission Alignment

TEP has clear long-term vision, multi-year strategic priorities, CCMP alignment, and operational focus, and stays grounded in its mission, values, science-based credibility, and watershed impact.

#### WHAT SUCCESS LOOKS LIKE

- TEP has clear multi-year strategic priorities that staff and board members understand and can connect to the mission, values, CCMP, and long-term watershed impact.
- Staff and board members can clearly describe where TEP is focused, what matters most, and which opportunities should be pursued, delayed, or declined.
- Major organizational decisions, funding opportunities, and new initiatives are evaluated against mission fit, science-based credibility, staff capacity, and long-term value to Tillamook County's estuaries and watersheds.
- Major initiatives such as the Estuary Science Center are integrated into TEP's strategy, priorities, and resources in a way that strengthens the core watershed mission.
- The Executive Director anticipates change, including shifts in public and federal funding, and positions TEP to adapt with foresight.
- The Executive Director helps the organization make disciplined choices that balance near-term needs with long-term mission impact.

## 2. Thriving Team & Organizational Effectiveness

TEP has a thriving, engaged, and high-trust team where people are clear, supported, accountable, and able to do excellent work sustainably in service of the mission.

### WHAT SUCCESS LOOKS LIKE

- Staff are deeply engaged in TEP's mission and bring strong ownership, judgment, care, and energy to their roles because they understand how their work matters and where they are empowered to lead.
- Staff experience a high-trust environment where their expertise is valued, honest input is welcomed, concerns are raised early, and people can contribute their best thinking openly.
- The team has the clarity, communication, and operating rhythms needed to stay aligned, make good decisions, solve problems early, and follow through on commitments.
- Cross-program collaboration is strong, with staff working across functions in ways that strengthen the work, reduce silos, and make better use of the organization's collective expertise.
- Accountability is clear and consistent, with expectations, feedback, performance conversations, and support handled in a way that strengthens trust, results, and staff sustainability.
- TEP plans and manages the operating implications of major initiatives, including the Estuary Science Center, as the organization grows.

## 3. Lead Funding Strategy & Financial Sustainability

TEP's funding strategy, relationships, funding confidence, and culture of philanthropy protect its core public and federal funding base, grow major donor and corporate support, and keep the organization well-resourced and aligned with its mission.

### WHAT SUCCESS LOOKS LIKE

- TEP has a clear, durable multi-year funding strategy that the Board, Executive Director, Development Director, and staff understand and can connect to organizational priorities, operating capacity, and long-term mission impact.
- Core public and federal funding relationships are actively stewarded, with TEP maintaining credibility and readiness with EPA, public agencies, and other key funders.
- Major donor, corporate, foundation, and philanthropic relationships are growing in quality and depth, supported by a clear case for why TEP's work matters and what increased investment makes possible.
- The Development Director is supported, focused, and effective in their role, while staff and board members understand their appropriate part in strengthening relationships, telling TEP's story, and supporting a broader culture of philanthropy.
- Funding opportunities are evaluated for mission fit, long-term sustainability, and alignment with TEP's science-based credibility, so new resources strengthen the organization without pulling it off course.

#### 4. Science-Based Trust, Partnerships & Credibility

TEP serves as a trusted advisor, science-based truth broker, and credible resource, providing clear, practical guidance that supports better decisions for Tillamook County's estuaries and watersheds.

##### WHAT SUCCESS LOOKS LIKE

- TEP is regularly sought out by public agencies, local leaders, funders, landowners, community members, and partner organizations for credible guidance on issues affecting Tillamook County's estuaries and watersheds.
- The Executive Director serves as TEP's visible public face, representing the organization at key events, public forums, and with funders and partners.
- TEP's public communication, recommendations, and partnership conversations are clearly grounded in science, evidence, and practical understanding of local conditions.
- People with different interests or perspectives view TEP as a fair, credible, and useful resource when watershed-related decisions need to be made.
- TEP is relied upon to convene partners, bringing agencies, landowners, conservation groups, and community members together around shared watershed priorities.
- TEP's staff expertise is brought forward in ways that help non-technical audiences understand the work, the tradeoffs, and the implications for the watershed and community.
- TEP's reputation for trustworthy, science-based guidance is strengthened through consistent communication, sound judgment, and follow-through.

#### 5. Board Partnership & Governance Effectiveness

The Board has the information, role clarity, strategic context, and decision-ready support needed to govern effectively and partner well with the Executive Director.

##### WHAT SUCCESS LOOKS LIKE

- Board members receive timely, clear, and decision-ready information that helps them understand key priorities, financial realities, operational risks, opportunities, and decisions before they are asked to act.
- The Board and Executive Director have clear role boundaries, with the Board focused on governance, strategy, fiduciary oversight, risk, and support rather than day-to-day operations.
- Board discussions are grounded in shared strategic context, including TEP's mission, CCMP alignment, funding strategy, staff capacity, major initiatives, and long-term watershed impact.
- The Executive Director helps the Board understand where its input, relationships, fundraising support, or formal decision-making is needed.
- The Board and Executive Director maintain a high-trust working relationship with regular communication, clear expectations, candid feedback, and an evaluation process tied to agreed priorities and accountabilities.

## QUALIFICATIONS & EXPERIENCE

### Required

- Seven or more years of progressively responsible leadership experience in nonprofit, conservation, environmental, public-sector, or mission-driven organizations, including at least three years supervising staff.

- A track record of setting vision and strategy and leading an organization or major department with accountability for people, strategy, finances, and results.
- Success working effectively with a supervisor and/or board of directors.
- Experience managing organizational budgets, public funding, or grant-supported programs, and building or diversifying funding (including private or major-donor development).
- Strong track record of building trusted relationships with public agencies, funders, partners, and a wide range of community stakeholders.
- A people-developing leadership style: building structure and clarity, delegating real authority, coaching, and holding accountability with care.
- Excellent written and verbal communication, including public speaking and the ability to explain complex or technical topics to varied audiences.
- Experience with an environmental, conservation, or mission-aligned organization.
- Lives in or is willing to relocate to Tillamook County and become actively embedded in the community.
- Experience implementing organizational systems such as strategic planning, performance management, or structured meeting rhythms.

### Preferred

- A bachelor's degree or higher in natural sciences, engineering, public administration, business administration, or a related field, or an equivalent combination of education and experience.
- Familiarity with rural and coastal communities.
- Experience with estuary, watershed, or natural-resource work, or with a National Estuary Program and federal funding models.
- Capital project or facility experience (e.g., the Estuary Science Center).

## WORKING CONDITIONS

**Locations.** This position is based in Tillamook County, Oregon. TEP's main office is in Garibaldi and will relocate to Bay City with the new Estuary Science Center. The office will move to a temporary location (TBD within Tillamook County) at the end of 2026, until construction of the new Center is complete.

TEP's native plant nursery is located in the Port of Tillamook, adjacent to a minimum-security youth detention facility, the Oregon Youth Authority (OYA), Camp Tillamook Transitional Facility. At the nursery, the ED may engage with at-risk, incarcerated youth who are under guarded supervision by the OYA.

**Schedule.** Staff typically work four ten-hour days (Mon-Thu) per week, with some hybrid flexibility. The ED may work an alternative schedule in order to accommodate personal/family needs. Options include (i) an alternate four 10-hour workdays per week and (ii) an alternate five 8-hour workdays per week,

**Work environment and physical demands.** Work is performed in both office and field settings. Field visits may require bending, climbing, pulling, reaching, standing, stooping, and walking over rough terrain, sometimes in adverse weather that requires special clothing and safety precautions. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of this role.

**Travel.** Travel during work hours for this position will usually be less than 100 miles per month and is typically within Tillamook County and the surrounding region, with occasional out-of-state travel for conferences and federal National Estuary Program meetings. TEP has two work vehicles reserved for monitoring and nursery work, so the role requires reliable transportation. A valid driver's license and a personal vehicle are helpful, and mileage is reimbursed at the IRS standard rate. *Reasonable accommodation will be considered for candidates who do not drive.*

**Policies and background checks.** This position is subject to all TEP policies, including the Employee Handbook, Safety Policies, and Fiscal Policy, as well as periodic background checks.

## SALARY AND BENEFITS

**Salary.** TEP annually participates in Non-Profit Association of Oregon's compensation survey. By reviewing and adjusting our salary ranges on a frequent basis, we are confident that our pay scale is competitive with local/regional positions that require commensurate responsibilities and allow increases to the range as the market warrants. This also ensures our salary ranges allow for potential wage growth and increases based on performance when applicable and if funding is available. Therefore, TEP will generally offer new employees a starting salary near the 50<sup>th</sup> percentile of the posted range for each classification.

The salary range for the Executive Director position is \$106,000 - \$155,900 per year, based on a 40-hr week work schedule. The 50<sup>th</sup> percentile for this range is \$125,900. Actual offer of compensation shall be dependent upon experience.

TEP processes payroll on a monthly basis.

**Benefits.** This position is eligible for enrollment in TEP's comprehensive benefits package. Details on benefits will be provided to the selected candidate as part of the job offer. An overview of TEP's current benefits package for full-time employees includes:

- Medical, Dental, Vision Insurance (TEP pays 100% for employee, 80% for spouse and dependent children)
- Retirement Program – TEP contributes an additional 7% of the employee's salary into a 401k, with tiered vesting structure based on years of employment with TEP; employee may also contribute to 401k)
- Holidays – 10 federal holidays plus 2 floating holidays
- Vacation – Approx 10.5 days per year (accrual system to be explained upon hire)
- Professional development/training budget: \$1250 per year, funding dependent

## HOW TO APPLY

### Application Process:

To apply, please submit the following documents as either .pdf or Word files by email:

1. A resume. Applicant's contact information must include mailing address, phone number, and email address.
2. A statement of qualifications and interest that does not exceed two full, single-spaced pages.
  - Page 1 - Describe your relevant experience and why you want to work for TEP. This should include the size of the organization(s) where you have worked (e.g. number of employees, annual operating budget(s), how long you have been in leadership roles).
  - Page 2 – Respond to the following three questions:
    - How would you describe your leadership style?
    - What has been your fundraising experience?
    - What strategies would you use for building trust in a community new to you?
3. Three professional references. Each reference must include the person's name, email address, phone number (if within this United States), and the person's affiliation (link to your resume).

Please send your application materials to TEP Board of Directors at [info@tbnep.org](mailto:info@tbnep.org). In your application email, please share how you found the job opening. **Applications will be accepted until 5:00pm (Pacific Time), Sunday, August 2<sup>nd</sup>, 2026.** Incomplete or late applications will not be considered.

TEP will review applications in early August. All applicants will be contacted by email and advised whether or not they are proceeding to the interview phase of the selection process. Interviews will be conducted in person or via Zoom, depending on the applicant's location. The preferred start date for this position is October 1, 2026; the exact date shall be agreed upon by the successful candidate and TEP.

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*This document is not intended to be an exhaustive description of the Executive Director position. TEP's Board of Directors reserves the right to amend and change the content to meet business and organizational needs as necessary.*

*Tillamook Estuaries Partnership is an equal opportunity employer. TEP does not discriminate on the basis of sex, race, religion, creed, color, age, national origin, ancestry, marital status, veteran or military status, disability, sexual orientation, or other characteristic or status protected under applicable federal, state, or local laws in the administration of its programs or activities. TEP does not harass, intimidate, or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose actions prohibited, by the State of Oregon and Federal civil rights and non-discrimination laws, or for the purpose of interfering with such rights.*