



PINE CREEK COMMUNITY RESTORATION

Supporting long-term recovery in Malden and Pine City, Washington

Executive Director for Pine Creek Community Restoration Long-term Recovery Organization

Job brief

The **Executive Director** (hereafter ED) implements and oversees all operations and ventures of the Pine Creek Community Restoration Long-term Recovery Organization (hereafter LTRO), as determined by the LTRO Board of Directors.

The ED enacts the short-term and long-term objectives as decided by the executive board of the LTRO. The ED will also adhere to the guidelines as an non-profit organization.

Responsibilities

- Execute the decisions of the LTRO Board.
- Enact the goals of the LTRO Board.
- Communicate directly to the Board at the LTRO board meetings on all matters facing the individuals affected by the Babb Road fire.
- Maintain a trusting relationship with the individuals affected by the Babb Road fire, all partners in the recovery process and the LTRO.
- Oversee the solicitation of funds including gifts and grants to carry out the mission of the LTRO.
- Act as an accountable fiscal steward of LTRO funds, authorized by the board, to accomplish the goals of the LTRO.
- Act as the public speaker and public relations representative of the LTRO in ways that strengthen its profile.
- Analyze and resolve problems to ensure the goals and decisions of the LTRO are adhered to.
- Collaborate with Disaster Case Manager operations.
- Coordinate recovery operations within the mission of the LTRO.
- Ability to work collaboratively with LTRO paid support staff and independent contractors hired by the LTRO.
- Regularly attend the public events held within the Pine Creek Community to represent the LTRO.
- Other responsibilities as assigned by the LTRO Board

Requirements

- Demonstrated experience as Executive Director or other managerial position
- Demonstrated experience in developing strategic plans



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- Demonstrated fundraising skills
- Demonstrated interpersonal relationship building skills
- Basic understanding of non-profit corporations and their procedures to assist in a disaster
- Basic understanding of the functioning of a board
- Basic knowledge of city, county, state, and federal government agencies
- Excellent organizational and leadership skills
- Excellent oral and written communication skills
- Outstanding analytical and problem-solving abilities
- High School Diploma or equivalent.
- Be a member of the Pine Creek Community, or a Whitman County resident.

Specifics

- Full Time Exempt Employee
- Salary commensurate with experience
- Two weeks paid vacation starting upon hire date
- All Federal holidays are paid days off
- Accrued paid sick leave at a minimum rate of 1 hour for every 40 hours worked
- Health insurance coverage is the responsibility of the employee
- The employee will be paid normal salary while on jury duty
- The employee will be paid normal salary during a bereavement period. The bereavement period is a maximum of 5 working days.
- A performance evaluation will be conducted by the LTRO board mid-year during the first year of employment and annually thereafter.
- When the function of the position has concluded based on the mission and goals of the LTRO, the position will also end with a minimum of one month's severance.

Standards of Conduct

We expect all employees to conduct themselves with

- Integrity.
- Objectivity.
- Professional competence.
- Confidentiality.
- Professional behavior.

The below is grounds for immediate dismissal.

- Serious misconduct of any kind.



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- Sexual harassment or abuse.
- Discrimination or preferential treatment of any kind.
- Participation in a business directly conflicting with the mission of the LTRO.
- Misuse or misappropriation of LTRO funds.