

Jeffrey M. Siegrist & Company

Position Description Executive Director The World Forestry Center Portland, Oregon

The Client

Our client, The World Forestry Center, is a Portland, Oregon-based 50-year old non-profit 501(c)(3) organization that offers a preeminent annual timber investment conference, a growing array of professional development events, and a residential international forest research fellowship program. The Center also operates an open-to-the-public museum that is increasingly focused on the exploration of issues critical to global sustainable forestry, two offsite tree farms, and event facilities on a 5.25-acre campus with four buildings. As we face an ever-growing need for sustainable products and increased demands on the planet's natural resources, The World Forestry Center is dedicated to creating and inspiring champions of sustainable forestry by educating and connecting people to the importance of forestry.

Our search position is located at The World Forestry Center headquarters in Portland, Oregon.

The Position and Responsibilities

The World Forestry Center Executive Director reports to an active 15-member Board of Directors and is responsible for the financial success of the organization, positive donor relations, rigorous communication, strategic program delivery, daily operations and long-term oversight of the organization's facilities. He/she is responsible for providing the leadership and direction needed to champion the vision of the organization. The Executive Director is responsible for cultivating new partnerships and conducting executive level outreach with a wide variety of leaders in business, government, NGOs, higher education, and international institutions. The Executive Director is also responsible for generating annual support for a \$3 million annual operating budget, securing major donors and sponsors, maintaining positive board relations, supporting the work of a dedicated professional staff, and overseeing facilities. The Executive Director serves in a high profile leadership position in the global forestry sector as well as within the broader natural resource and conservation fields and the areas of forestry-related professional education.

Specific responsibilities include:

- The World Forestry Center has 16 full time employees, 8 part time employees, and 6 to 10 residential international forest researchers. Five Senior Managers report directly to the Executive Director. The Executive Director provides leadership to this staff and is responsible for creating a healthy and productive work environment that ensures these highly motivated professionals achieve their full potential.
- The Executive Director effectively engages with staff to ensure activities are well coordinated and in alignment with the vision of organization.
- The Executive Director attends evening and weekend events as needed, including community and social events; travels as needed, including internationally; and represents the organization on select boards, committees, and task forces.
- The Executive Director is expected to lead the growth of the organization's contributed revenue stream through acquisition of major gifts, grants, corporate membership and sponsorships, donations and estate planning.
- In cooperation with the Board of Directors, the Executive Director oversees the management of a suite of investments, endowment funds, and earned income revenue streams.
- In cooperation with the Finance Director, the Executive Director monitors financial performance and provides accurate and timely reporting to the Board, staff, and donors.
- The Executive Director routinely consults and collaborates with the Board of Directors, senior managers, staff, and a diverse group of donors, sponsors, partners, and stakeholders to make sound decisions and consistently deliver on short-term and long-term outcomes.

Ideal Professional Background

The successful candidate will have an appropriate undergraduate degree, and an advanced degree is desirable but not required. He/she will have experience as the successful leader of a highly visible organization of significant scale, and will have strong skills related to strategic planning, program management, and employee engagement. The successful candidate will have:

- The ability to serve effectively as the public face of the organization, with proven experience and success working closely with high-level leaders in business, government, academia, and philanthropy.
- Significant relevant work experience that demonstrates progressive growth and attainment of senior-level leadership.
- Proven understanding of and experience in fundraising (e.g. major gifts, annual fund, planned giving, grant acquisition).
- General management experience including personnel, financial, program oversight, operations, and fundraising.
- Experience in and commitment to facilitating engaging forums and conferences that bring together diverse participants.
- Collaborative work style and track record for leading and navigating change.
- Knowledge of sustainable natural resource management issues (preferred).
- Experience in non-profit and/or association management, reporting to an active volunteer-based board (preferred).
- Proven ability to provide clear direction to staff on mission and vision.
- Experience with international and multicultural settings is desirable but not required.

Ideal Personal Background

As the “face” of The World Forestry Center, the Executive Director must have excellent communication, presentation, and leadership skills. He/she must have the ability to interface with industry leaders, non-profit leaders, and other diverse, broad-based constituencies. He/she must excel at building positive relationships and consensus, and at managing people and financial resources. High energy, a strong work ethic, and the highest integrity are all required. He/she must be tactful and diplomatic, personable and professional, and skilled in applying tact and diplomacy with others to gain cooperation. He/she must be a successful, energetic, and ambitious professional. He/she must be able to think strategically and thereby contribute to the long-term success of The World Forestry Center and to help the organization achieve ever-higher levels of success. Finally, the successful candidate must have the professional presence and demeanor to be the senior executive of one of the most prestigious organizations in the Global Forestry and Natural Resource Sector.

Contact Information

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