

Managing Director



Job Title:	Managing Director
Reports to:	Executive Director
Direct Reports:	Deputy Director of Campus Operations Event & Visitor Services Director Professional Programs Director Public Programs Director Accounting & Human Resources Manager
Status:	Full-time, Exempt

Overview

For over half a century, World Forestry Center has been at the intersection of people and forestry. Our mission – to create and inspire champions of sustainable forestry – is centered on people. Our focus is not on forests alone, but rather on how people think, act, and relate to them. We are working to calibrate our programs and exhibits to inspire the broad social action needed to drive sustainable forestry solutions at a meaningful scale. We aim to change how society understands and interacts with our forests. This work will require engagement and trust, built through in-person programs and immersive, emotionally compelling exhibits that move the public from understanding to action.

We are seeking a highly skilled and motivated individual to join our team as **Managing Director**. The Managing Director is responsible for the day-to-day management of the organization, ensuring effective collaboration among all departments, with direct oversight of finance, development, human resources, facilities, event sales, visitor services, and office management. The Managing Director also provides guidance and support to the communications, professional and public programs departments, which report directly to the Executive Director. This position supports the Executive Director in developing strategic initiatives and operationalizes the strategic vision for the organization.

Position Responsibilities

- Primarily responsibility for managing the internal operations of the organization, including staff management, planning and execution of the organization’s strategic and annual plans, including primary management and oversight over the campus operations, facilities, finance/accounting, human resources, events and visitor services, communications and development functions.
- Foster and enable cross functional collaboration in support of the organization’s strategic priorities and plan.
- Oversees financial operations and strategies, including budget development, monitoring, forecasting, cash flow management, debt management, audit oversight, and strategic modeling to support organizational and program development. Supports the Executive Director, Board of Directors and Board Committees with accurate, timely and contextualized financial reports, budgets

and statements.

- Works directly with the Board of Directors' Treasurer and Finance Committee to support them in their fiduciary oversight of the organization, with support of the Accounting/HR Manager.
- Oversees the implementation of the organization's DEI plan and the overall development of a strong, healthy working environment and culture.
- Provides management oversight over personnel matters and HR processes, including developing compensation policies, ensuring compliance with state and federal employment law, and hiring/termination processes.
- Collaborates with the Executive Director on developing and executing strategic initiatives, including conceptual program design, business planning, and fund development.
- At the direction of the Executive Director, represents the organization externally to advance institutional advancement goals and develops external strategic and operational relationships with contractors, funders, and other stakeholders.

Qualifications and Experience

- Minimum of 10 years in an executive or senior leadership position, preferably in a non-profit, natural resources and/or public attraction field.
- Demonstrated leadership and track record of managing the day-to-day operations of multiple functions, preferably in a non-profit environment, with specific experience in development, event services, facilities, finance, administration and program operations.
- Demonstrated understanding of the principles of non-profit financial management, and a track record of creating and managing budgets and effectively managing organizational resources to achieve mission-related goals.
- Familiarity with fundraising and development, including comprehensive campaigns, grant writing and large donor and gift management.
- Extensive experience in hiring and managing staff toward high performance standards, while fostering an operational culture of mutual respect, personal responsibility, and transparency.
- Demonstrated capability to represent the organization and present progress reports, updates and plans to the Board. Ability to understand and operationalize strategic feedback.
- Demonstrated understanding of basic facilities management issues and ability to effectively communicate with facilities staff and contractors to achieve organizational goals. Some experience in large-scale capital projects, and/or real estate transactions is a plus.
- Passion for World Forestry Center's mission.

Position Requirements

- Position is located in Portland, OR at the World Forestry Center. Ability to be physically on site >50% of the time.
- Frequent computer and phone usage, in addition to occasional long periods of standing.
- Evening and weekend hours sometimes required.

- Applications must hold a valid driver's license.

Benefits

World Forestry Center offers a generous benefits package, including comprehensive medical, vision, and dental insurance. Employees start with 20 paid vacation days and 12 paid sick days in their first year, with the addition of 13 paid holidays. World Forestry Center offers a matched 401k plan. Employees also have access to professional development and education opportunities and reciprocal admission to other area attractions, such as Portland Japanese Garden, Portland Art Museum, and the Oregon Zoo.

Application Instructions

Please email a cover letter and resume in PDF format to info@worldforestry.org.

We recognize that experience can be gained in various ways: professional, educational, volunteer, and through other expertise. Please do apply if you are interested in this position but think you may not meet all the above criteria. We encourage applicants to highlight transferable experience in their cover letters.

World Forestry Center is an equal opportunity employer and does not discriminate in its selection of candidates for employment based on race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.