



## EXECUTIVE DIRECTOR

Business Operations Manager 2

**Oregon Forest Resources Institute  
Portland, Oregon**

### **Salary**

\$140,000 to \$190,000 annually (will be filled in upon completion of salary study)

### **Opportunity**

The state of Oregon is seeking an experienced leader to serve as the **Executive Director** at Oregon Forest Resources Institute. This position is the Agency's Chief Executive Officer, and will be appointed by and shall serve at the pleasure of the 13-member board of directors.

### **The Agency**

The Oregon Legislature created Oregon Forest Resources Institute (OFRI) in 1991, and the organization is funded by a portion of the state forest products harvest tax. The Oregon Forest Resources Institute supports and enhances Oregon's forest products industry by advancing public understanding of forests, forest management and forest products.

OFRI achieves its mission through educational programs and educational media, as well as the dissemination of information through conferences, symposia, research, workshops, publications, videos, field tours and classroom presentations. OFRI develops educational programs for the public, forest landowners and other audiences, including K-12 teachers and students. OFRI's educational programs and materials emphasize the importance of Oregon's rich forest endowment and how science-based forestry, responsible wood products manufacturing and a balanced approach to forest management can meet the social, environmental and economic needs of both present and future generations.

A 13-member board of directors governs OFRI. The State Forester appoints 11 of the board members. There are also two non-voting members, the Dean of the Oregon State University College of Forestry and a public member appointed jointly by the President of the Oregon Senate and the Speaker of the Oregon House of Representatives. An Oregon Department of Forestry liaison assists the board.

OFRI is headquartered in Portland with a second office in Silverton at The Oregon Garden, where it manages a 15-acre demonstration forest.

### **Minimum Qualifications**

Six years of supervision, management or progressively related experience; OR three years of related experience and a bachelor's degree in a related field.

### **Desired Attributes**

The successful candidate will have an undergraduate degree in Forestry or Natural Resource Management, Public or Business Administration, Communications, Journalism, Education or other appropriate discipline. An advanced degree would be a plus. The skills and experiences we seek include:

- Significant public/private sector experience having led and/or initiated major programs dealing with public education, communications, public affairs, natural resources and policy development.
- Experience working with a board of directors, planning and facilitating meetings, and developing effective working relationships with company principals and association leaders.
- Experience leading, challenging and evaluating a high-performance work team of educated and motivated individuals.
- Experience in public affairs and communications management that incorporates earned and paid media, including both broadcast and digital media.
- Experience in quantitative and qualitative social science research.
- Experience in understanding and communicating forest management and forest research.
- Excellent writing and verbal skills including experience in giving public presentations to diverse audiences.
- Ability to effectively communicate credible, technical information on complex, controversial subject matter.
- Experience in developing and successfully implementing a strategic plan.
- Skill in listening and responding effectively to concerns and inquiries from the public, forest landowners and other stakeholders.
- Ability to track expenditures and project needs in preparation for a budget.

### **Description of Duties**

Develops and maintains a working relationship with the Governor's Office, agency staff, educators and representatives of the educational community, both public and private representatives of professional and civic organizations, trade associations, citizen interest groups, and members of the forest products industry, the news media and the general public to garner support in carrying out the mission and objectives of the agency.

Manages the administrative, educational, communications and business activities of OFRI, provides daily direct supervision of both administrative staff and program managers to ensure timely, accurate and efficient completion of work. Responsibilities include:

- **Administration**
  - Reports to the Institute's Board of Directors and directs, plans and coordinates Institute operations as prescribed by the Board.
  - Provides direct supervision to program and administrative staff. This includes program oversight, assigning work, setting priorities, evaluating performance, recommending salary increases, promotions, new hires, or disciplinary action and assuring all performance is directed towards achieving the Institute's goals and objectives.

- Oversees achievement of the Institute’s affirmative action goals, in recruitment and selection, giving appropriate consideration to EEO and Affirmative Action.
- **Management**
  - Responsible for carrying out the policy objectives and goals of the Institute as approved by the Board of Directors.
  - Direct the management of Institute programs by evaluating services, exploring solutions to problems and selecting the best alternatives. Recommends the redistribution of available resources to meet changing program needs. Establishes reporting relationships and administrative controls over program operations; and coordinating activities with other agencies in areas of mutual concern in order to ensure compliance with established policies, objectives, program priorities and applicable laws, rules and regulations.
  - Oversee the Institute’s educational program development, budget development, public affairs, communications, administrative services and support.
- **Communications**
  - Establishes and maintains productive internal and external communication, preparing reports and correspondence. Conducts or attends meetings and conferences serving as the Institute’s primary representative.
  - Develops lines of communication with organizations interested in the health and use of Oregon’s forest resources.
  - Directs the Institute’s educational media program.
  - Directs the Institute’s media relations and serves as the primary spokesperson.
  - Represents the Institute by participating in and coordinating public or private sector committees and task forces. Provides expert consultation in addressing professional organizations and citizen groups in pursuit of the goals and mission of the Institute.
- **Key Strategic Issues**
  - Directs all activities of the Institute by developing policy, setting program priorities and utilizing available resources to carry out goals and objectives mandated by law and the priorities determined by the Board of Directors.
  - Assists the Board in determining policy by analyzing all pertinent issues and information and determines the resources necessary to implement such policy.
  - Stays current on legislation, business, education, research and resource management issues important to the forest sector.
  - Determines program priorities and delegates responsibility to appropriate staff to access available resources in order to implement policies effectively.
- **Education**
  - Directs the development of state-wide educational programs for the general public; forest landowners; forestry decision makers; and the K-12 community utilizing both ongoing and new programs to disseminate educational information to both public and private audiences.
  - Assists in development of curriculum on natural resources management for the public educational system.
- **Planning**
  - Develops and updates the Institute’s strategic plan to enable successful achievement of its short- and long-term objectives.
  - Builds consensus within the Board on implementation of the strategic plan.
- **Board Relationship**
  - Works with the Board on key issues and sets agenda for discussion of key action items.

- Assures that the Board is in compliance with legal requirements necessary to perform effectively.
- Works with the members of the Board of Directors and State Forester to review candidates for appointment to the Board.
- **Fiscal Responsibility**
  - Oversees the development of the operational budget and the expenditure of monies to ensure compliance with state budgetary regulations.
  - Ensures that Institute programs are achieved in the most cost-effective manner possible.

**Working Conditions**

Fast paced office environment with multiple competing projects, tasks and deadlines. Occasional overnight in-state and out-of-state travel. Frequently requires working extended hours in the evening and on weekends under stressful conditions. Required to drive an assigned vehicle, obeying all traffic laws.

**Benefits**

You will receive comprehensive medical (with vision), dental and basic life insurance; other optional insurance with group-based premiums; flexible spending accounts, membership in the Oregon Public Employees Retirement System; and an optional deferred compensation retirement program; and generous leave benefits including 10 hours of vacation a month, 8 hours of sick leave per month and 24 hours personal leave per fiscal year. Leave, other than sick leave, is available after 6 full months of service.

***When you become PERS eligible, your base salary will increase by 6.95 percent and you will pay the 6 percent employee contribution to PERS.***

**How to Apply and Helpful Information**

**How to Apply:**

- Current State of Oregon employees (excluding temporary employees) - You must apply through your employee Workday account  
<https://wd5.myworkday.com/wday/authgwy/oregon/login.html>
- External candidates create a Workday profile  
<https://www.oregon.gov/das/hr/pages/workday.aspx>
- Search for Job Requisition ID: REQ-95678

**Current Cover Letter and Resume are Required**

**Help Your Application Rise to the Top**

Your candidate profile, cover letter, and resume are the perfect opportunity to highlight your interest in the position and showcase the amazing skills and experience, making you the best candidate for the position. Candidates whose training and/or experience most closely match the requirements and needs of the position and who attach all necessary documents will be eligible for an interview. Submissions will be screened for consistency of information and communication skills at the professional level (attention to detail, spelling, grammar, etc.).

### **Special Information**

- To receive Veterans' Preference, you must complete the required Task that will be sent to you after successfully submitting your application. This Task will prompt you to provide the appropriate documentation for your Veterans' Preference point selection, and will be located on your Workday account. For questions about documentation, please visit: Veterans Resources, or call the Oregon Department of Veterans' Affairs at: 1-800-692-9666
- Understanding the State Application Process: <https://www.oregon.gov/jobs/Pages/support.aspx>
  - Reasonable Accommodations: <https://www.oregon.gov/employ/Agency/Pages/Reasonable-Accommodation.aspx>
- Resources for Job Seekers: <https://www.oregon.gov/jobs/Pages/index.aspx>
- Finalists will be subject to a computerized criminal history check. Adverse background data may be grounds for immediate disqualification
- This position requires you to possess and maintain a current valid, unrestricted, license to drive issued by the state of residence
- Workday related information and resources are available at: <https://www.oregon.gov/jobs/Pages/index.aspx>.

Applicants must be authorized to work in the United States. Applicants who require VISA sponsorship will not be considered at this time. For questions about the job duties, please contact Kathy Storm, Oregon Forest Resources Institute, at [storm@ofri.org](mailto:storm@ofri.org) or 971-673-2953. For questions about applying, please contact Kylene Stevens, Department of Administrative Services, at [kylene.stevens@das.oregon.gov](mailto:kylene.stevens@das.oregon.gov) or 503-400-5821.

**The State of Oregon commits to equity and diversity in all that we do. We are an affirmative Action/Equal Opportunity employer and encourage applications from members of historically underrepresented racial/ethnic groups, women, and individuals with disabilities, veterans, LGBTQ community members and others to help us achieve our vision of a diverse and inclusive community.**