



Seeking Executive Director to further the Willamette Falls & Landings Heritage Area Coalition's local and national efforts

Willamette Falls & Landings Heritage Area Coalition (WFLHAC) seeks a vibrant leader experienced in building and fostering partnerships to bring our vision of a future where the history, cultural legacy and natural wonders of the Willamette Falls & Landings Heritage Area are a source of pride and prosperity for all. This contracted, part-time Executive Director will guide the work of the diverse entities and individuals that comprise the WFLHAC as we secure designation as a National Heritage Area while promoting and enhancing the cultural experiences in the Heritage Area.

#### Job Responsibilities

WFLHAC seeks an experienced professional administrator, network builder, fundraiser, grant writer, event organizer and public speaker among other attributes to:

- Build upon the successes of the WFLHAC and its vision to become a National Heritage Area and maintain the criteria of the State Heritage Area designation to ensure the long-term protection, enhancement, and economic benefit of the unique region surrounding the Willamette Falls.
- Manage work in progress to secure Congressional designation of Willamette Falls & Landing as a National Heritage Area and maintain Willamette Falls Heritage Area as an Oregon State Heritage Area:
  - Liaison with Oregon's Congressional delegation and state legislators.
  - Continue and expand WFLHAC's public outreach and communication program with local and regional stakeholders.
- Work with National Park Service and State Historic Preservation Officer to develop and implement national and state management plans.
- Lead the establishment of the Cultural Resource Center at Historic West Linn City Hall
- Lead organizational development through long-range strategic plan with the Board and actionable annual work plans.
- Maintain internal fiscal accountability practices.
- Develop and implement fundraising targeted to the long-term sustainability of WFLHAC.
- Maintain and nurture relationships with partners and supporters of the Heritage Areas and cultivate new partner relationships.
- Coordinate advocacy efforts as needed.
- Coordinate and steward Heritage Area projects, events and activities.
- Manage effective and efficient administrative systems.
- Effectively manage internal and external communications, employing a wide range of media & technology.
- Plan and facilitate or lead Board meetings, committee meetings and public meeting, as needed.
- Coordinate WFLHAC's plans and needs with the Executive Assistant.



#### Hours, Compensation & Benefits

- Executive Director services will be accomplished on a flexible schedule, with the work to be discussed and agreed upon by contract with the WFLHAC.
- An initial probationary contract of 6 months is anticipated. The expectation is this contract can be extended for a multiyear contract as agreed upon by both parties.
- Executive Director and WFLHAC's Board will jointly assess and evaluate the scope of work on regular intervals as work progresses, ensuring that tasks are appropriately aligned with WFLHAC goals and objectives and funding resources.
- Monthly compensation for Executive Director services is expected to be up to \$5,000.
- WFLHAC anticipates the role of Executive Director expanding as the work and funding expands and seeks a candidate with an interest in growing the role from a part-time position to fulltime.

#### Experience

Preference will be given to candidates with experience working with county, city and regional partners and stakeholders including tribal governments, heritage and tourism organizations.

#### Apply Today

Candidates inspired by the WFLHAC mission and the work of Executive Director are encouraged to apply by submitting a cover letter of no more than two pages and a resume to [info@wfheritage.org](mailto:info@wfheritage.org). Applications are due April 15 at 5 p.m. The position is open until filled.

WFLHAC is committed to equity, diversity, and inclusion in our organization and our work. We encourage applicants of diverse backgrounds to think broadly about the skills and experience they bring to the role and apply.