



EXECUTIVE DIRECTOR



[APPLY NOW](#)

THE ORGANIZATION

Founded as a nonprofit organization in 2009, Oxbow Farm & Conservation Center (Oxbow Center) is comprised of upland forest and working agricultural and forested riparian lands in the lowlands on 240 acres bordering the Snoqualmie River in western Washington.

Oxbow Center uses this mixed landscape to:

- [Produce food](#). Cultivation of twelve (12) acres of certified organic mixed vegetable crops, herbs, and flowers using agro-ecological principles and engaging in research to inform conservation agriculture practices. Oxbow Center grows food for local grocery stores, restaurants, hunger relief agencies, a CSA program, and an on-site Farm Stand.
- [Grow native plants](#). Operation of a native plant nursery that uses sustainable growing methods to produce plants for habitat restoration projects and urban landscapes. Oxbow Center shares knowledge to encourage increased production and use of native plants in the Pacific Northwest, and beyond.
- [Connect children to nature](#). Offering education programs for children pre-K through high school to build environmental literacy and provide students with opportunities to learn about the links between agriculture, conservation, and the environment.
- [Restore and sustain habitat](#). Carrying out ecological restoration projects and partnering with scientists, regional planners, and other environmental organizations to learn how humans can benefit from the land while protecting biodiversity.
- [Cultivate community](#). Offering people of all ages opportunities to put their values into action as we promote climate resilience and encourage healthy food systems. We foster community through volunteer opportunities, Membership, a Community Supported Agriculture (CSA) program, workshops & tours, and special events.

The organization's namesake "oxbow lake"—a meander of the river that is naturally cut off from its main stem—is a key feature of Oxbow's diverse, ecologically-important landscape.



Oxbow Center acknowledges that we are on the Indigenous Land of Coast Salish peoples who have reserved treaty rights to this land, specifically the Snoqualmie Indian Tribe (sduk^walbix^w). We thank these caretakers of this land who have lived, and continue to live, here since time immemorial.

MISSION

Oxbow Center's mission is to inspire people to eat healthy, sustainably grown food and to steward our natural resources for future generations.

THE POSITION

The Executive Director (ED) will report to an engaged Board of Directors and will be supported by an equally passionate team of senior leaders and subject-matter experts. The chosen candidate will have overall strategic and operational responsibility for staff, programs, partnerships, fundraising and the fulfillment of the organization's mission through each of its business branches. The ED is the chief executive and decision maker for Oxbow Center and responsible for implementing the shared vision.

OPPORTUNITIES FOR IMPACT

ORGANIZATIONAL LEADERSHIP

The team at Oxbow Center has experienced the same uncertainty, change, and upheaval that every other organization has faced these last two years. As such, the new ED will play a leadership role in guiding Oxbow Center into post-pandemic operations, enhance the existing collaborative culture, and further solidify Oxbow Center's reputation as a supportive, enjoyable place to work and as an employer of choice.

AUDIENCE DEVELOPMENT

The new ED will work with the staff and board to identify new ways to expand the reach of Oxbow Center and bring more people to the Farm. This may include expanded partnerships with the corporate sector, the education community, other nonprofits, and public agencies, as well as increased and broadened marketing and communications, and expanding the number and type of events at the Farm.

COMMUNITY INVOLVEMENT AND PARTNERSHIPS

The ED will continue and expand Oxbow Center's work with colleges, universities, and nonprofits with complementary efforts, and will analyze data, create best practices, and become a resource and key influencer for other agriculture and ecology organizations in the region. Over the coming years, the ED will leverage Oxbow Center's scientific approach and Oxbow Center's data on conservation and ecology to advocate for organic farming and environmental education at the local, state, and national level.

GROW OXBOW CENTER'S MEMBERSHIP BASE

Oxbow Center members enjoy a wide variety of benefits from discounts to access to members-only activities. This is an important program for introducing community members to the work of Oxbow Center, connecting people with the environment, and learning about healthy, food-related practices. The new ED will lead the effort to identify and pursue creative approaches to expand the membership in meaningful and impactful ways through new corporate partnerships, raising Oxbow Center's visibility, and outreach.



INFRASTRUCTURE IMPROVEMENTS

The physical environment at Oxbow Center is constantly evolving, growing, and changing. There are multiple projects at various stages currently (e.g., building a new barn, renovating office space), and others that are planned for the future. The new ED will work with the appropriate contractors, designers, and others to keep existing projects moving toward completion while planning for the next phase of construction.

LONG TERM FINANCIAL SUSTAINABILITY

Oxbow Center has enjoyed the generous, on-going philanthropic support of the founders as well as other key donors. In addition, the organization has multiple earned revenue streams (i.e., memberships, fee-based education programs, vegetable sales, plant sales), and grant funding to support research and development as well. All of this, in addition to a healthy endowment, has supported Oxbow Center's growth efforts. Moving forward, the new ED will work with the board to analyze historic financial trends and create and implement a business model that includes expanding earned revenue, enhancing operating income, and ensures the organization's long-term financial sustainability.

GRANT MANAGEMENT

Grant funding is a critical, and growing, source of funds for Oxbow Center. Oxbow Center currently receives several grants each year for its environmental research and programs, and the ED will build upon existing grants by supporting staff initiatives and working directly with new and existing funders.

LEADERSHIP ABILITIES

Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer experience, and direct and transferable skills. Oxbow Center is seeking candidates with a compelling combination of demonstrated experience and skills in some, or all, of the following areas:

- Experience serving as an Executive Director, Deputy Director, COO, CAO, CFO, or similar role(s), or as a senior staff member of an organization, division, or department of comparable size.
- Broad understanding of all aspects of running a business or non-profit organization (finances, operations, information technology, human resources, and fundraising.)
- Exposure to nonprofit services, farming, educational programs for youth and children, or land stewardship – which may come from board, volunteer, or professional experience – is preferred.
- High emotional and social intelligence coupled with the ability to build and cultivate internal and external relationships to increase organizational capacity, capabilities, reach, and positive impact.

COMMITMENT TO:

- Antiracism, racial, social, and gender justice in the broader community.
- Valuing differences and embracing opportunities to learn about and respect different generational, cultural, and socio-economic backgrounds.
- Fostering an open, innovative, evolving, committed culture.
- Honesty, integrity, and reliability.
- Leading development of cost-effective, efficient processes across the organization, maximizing return on investment, and ensuring staff has the resources necessary to be successful.

ABILITY TO:

- Develop new and existing revenue streams.
- Develop best practices and encourage innovation in each of the focus areas of the organization.
- Communicate and educate the larger community of the importance of responsible land stewardship, native plants, and regenerative agriculture.



- Navigate competing priorities, multiple stakeholder interests, and varied contexts for accomplishing work.
- Serve as an adaptive leader, facilitating a thriving culture of an evolving organization.
- Motivate others with challenging goals.
- Act as both an initiator and a supporter of solution-initiative in others.
- Convey the critical importance of Oxbow Center's mission through exceptional written and oral communication as a lead ambassador within and outside the organization.
- Seek out collaborative relationships within and outside the organization, maximizing the contributions of staff, volunteers, Board members, and other non-profit and community organizations.
- Give and receive candid, constructive feedback and clearly describe context, parameters and reasons for decisions while remaining impartial.
- Demonstrate critical thinking by modeling and leading analysis, seeking input from multiple internal and external stakeholders, when appropriate, and seeking reasonable solutions for complex challenges.
- Build working relationships with individuals of various ages, cultures, socioeconomic backgrounds, and abilities.

OTHER SKILLS AND ATTRIBUTES:

- Effective writing skills
- Organizational abilities
- Conflict resolution and mediation skills
- Public speaking/presentation skills

TO BE CONSIDERED

This role will remain open until filled **with the priority deadline of March 4, 2022.**

Candidate materials are reviewed on an ongoing basis and initial interviews will begin by February. Please submit a resume and a two-page (or less) cover letter addressed to the Board Chair, Judi Beck at: <https://valtasgroup.hire.trakstar.com/jobs/fk0s8du/>

Please upload the resume and cover letter as a single, combined WORD or PDF document.

You may direct questions to Ed Rogan at ed@valtasgroup.com or 206.697.8428, Amy Burton at amy@valtasgroup.com or 206.718.5122.

Oxbow Center's Commitment to Diversity and Equity:

Oxbow Center is committed to cultivating a culture of diversity and inclusion. We value the individual differences, life experiences, and knowledge that our staff members bring to their work and their communities. Valuing diversity is a significant part of our culture, our values, and the success of [Oxbow Center's mission](#).

Oxbow Center provides equal employment opportunities to all staff members and applicants for employment and prohibits discrimination and harassment of any type on the basis of race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Oxbow Center is committed to fostering a racially diverse team. People of color are encouraged to apply.

COMPENSATION AND BENEFITS

The annual salary range for this position is \$130,000 - \$150,000.

Oxbow Center is committed to supporting all employees through competitive salary and benefits, a commitment to equity and inclusion, and training and professional development opportunities.

THE BENEFITS PACKAGE INCLUDES:

- Medical and dental benefits
- 403(b) retirement plan
- Paid holidays
- Generous paid time off policy for personal and sick leave
- Dependent medical and dental benefits offered at employee cost





ABOUT VALTAS GROUP

We are proud of our work as [Interim Executive Directors](#), supporting our clients in times of transition. Our deep experience helps organizations navigate uncertainty during leadership change. We [lead the search process](#) in [partnership with the board](#) and staff leadership, as consultants for [recruiting and search](#) to support your organization as you identify the ideal Executive Director or leader for your future. We partner with board members and senior nonprofit leaders on a variety of strategic consulting assignments.

Valtas Group has a variety of comprehensive resources to guide your transition needs. [Contact us](#) to learn about our [executive interim and placement services](#) and keep your organization moving during any transition or major change.

[CONTACT US](#)