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Career Opportunity

Siuslaw Vision Executive Director

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Applications Due By: May 1, 5 p.m. PST

Contact: vision@siuslawvision.org

POSITION TITLE: Executive Director (ED)

REPORTS TO: Board of Directors, the governing body of Siuslaw Vision

STATUS: Full-time salaried position (M-F, some evenings and weekends required);

1.0 FTE, based on a 40-hr work week Employee will work remotely, but must live in the Siuslaw region of W. Lane County.

SALARY & BENEFITS: Salary range starts at \$65,000 depending on qualifications and experience. Benefits include paid leave, health care stipend, equipment/mileage reimbursement.

Siuslaw Vision is looking for its next Executive Director to lead the organization into the next decade of community building work. If you love the Siuslaw region, are passionate about connecting with people to help make our community better, and are adaptable and creative, we'd love to hear from you. The position includes supervising part-time employees and contractors, managing the organization's finances, and working with a volunteer Board of Directors to ensure compliance with our nonprofit policies.

The director will enjoy a mix of administrative work, interacting with people one-on-one, and in large and small groups, and will be comfortable sharing the mission of Siuslaw Vision and asking for the community's support. This position is essential to ensuring Siuslaw Vision is able to continue its work helping our community realize its community-created vision. All of Siuslaw Vision's work is done using a [community-led approach](#), which means you'll be working closely with volunteers and other active members of our community to support them in achieving community vision projects.

Siuslaw Vision is committed to work-life balance and provides a flexible, remote work schedule.

About Siuslaw Vision

Building a better Siuslaw community together

Siuslaw Vision is a 501(c)(3) nonprofit community building organization serving the Siuslaw region. Siuslaw Vision convenes, catalyzes, and connects individuals and organizations who want to improve quality of life for people living in the Siuslaw region. We help people implement locally-owned solutions that address community-identified goals. Visit our website (siuslawvision.org) to learn more.

How to Apply

To apply, please submit the following through our [Application Form](#) at siuslawvision.org/career-director.

- Information requested on the form:
 - Your contact information
 - How many years you've lived in or been familiar with the Siuslaw region.
 - Experience in community development and/or rural community building.
 - Experience you've had with Siuslaw Vision (volunteer, attending events, etc.)
 - Building shared community vision involves navigating diverse perspectives and priorities. Describe how you facilitate conversations when community members have differing ideas about priorities or direction. What guides your approach to helping groups work through disagreements while maintaining trust and forward momentum?
 - Experience in leading teams of staff and volunteers. How did you balance the needs of people with the business of the organization?
 - The Executive Director must manage multiple projects, deadlines, and partnerships. Tell us about the systems, tools, or practices you rely on to stay organized and ensure that complex work moves forward smoothly. Provide examples from your past experiences.
 - Anything else you'd like us to know that makes you a strong candidate for the Executive Director position.
- A resume outlining your skills and experience.
- **Optional** supplemental materials

Please submit your information through our Google Application Form. We will confirm receipt of your materials. If you need an alternate submission method, please contact vision@siuslawvision.org. Thank you for your interest in Siuslaw Vision!

Job Description

Siuslaw Vision Executive Director (ED)

General Description/Objective

The ED is the overall manager of the organization. They provide innovative leadership, operational oversight, program development, succession planning, and personnel and financial management. The ED implements board policies and strategic goals, and ensures the organization operates efficiently and effectively on a day to day basis.

Qualifications

Required

- Knowledge of the Siuslaw region and central Oregon coast area.
- A commitment to empowering and assisting community members to address local needs; willing to live in the Siuslaw region.
- At least 3 years of community development experience with a preference for direct experience in rural community building.
- At least 1 year of nonprofit leadership experience, including: organizational and budget management, achieving strategic objectives, cultivating successful teams, volunteer management, fundraising, financial reporting, effective communication, board relationships, project and time management.
- Track record of effectively partnering to achieve community goals; ability to identify and use resources creatively.
- Evaluation and impact assessment experience.
- Excellent interpersonal skills and a desire to engage with a diverse group of people with wide-ranging perspectives.
- Effective written and verbal communication skills.
- Proficiency in using and evaluating software and technology such as shared file management, word processing, spreadsheets, financial, online, presentation, and publishing programs.
- Ability to work a flexible schedule that will include some evenings and weekends.
- Valid Oregon driver's license and reliable transportation; willingness to travel throughout the Siuslaw region, and occasionally to other areas for community building advocacy and education.
- Willing to support and abide by Siuslaw Vision's non-partisan community building principles.

Preferred Qualifications

- Bachelor's degree or higher in nonprofit management, business administration, or a related field.
- Understanding of community-building work and its innate challenges and opportunities

An equivalent combination of education and experience may be substituted for the above requirements.

Supervision

The Executive Director reports to the Siuslaw Vision Board of Directors.

Key Responsibilities

Community Empowerment and Engagement

- Foster and maintain relationships with diverse stakeholders: community members, organizations, and government entities.
- Engage with community members to understand their needs, affirm their agency, and promote Siuslaw Vision's resources.
- Be the primary organization spokesperson; ensure regular and effective communication with the community; promote Siuslaw Vision as a trusted brand.

Leadership and Personnel Management

- Facilitate strategic planning and implement identified activities.
- Recruit, manage, and evaluate staff; foster a positive, productive work environment.
- Ensure a strong volunteer program that maintains community involvement.
- Oversee contractors hired by Siuslaw Vision.
- Identify emerging trends and innovative approaches; adapt strategies to address evolving needs.

Program Development and Evaluation.

- Oversee effective program evaluation and impact assessments.
- Ensure programs and services align with Siuslaw Vision's mission and meet community needs.

Financial Management and Sustainability

- Ensure development and implementation of sustainable funding for Siuslaw Vision.
- Develop and manage the budget, including adherence to financial policies, procedures, and best practices.
- Oversee accurate financial record-keeping, reporting, tax returns, and other required filings.

Administration and Board Support

- Ensure adherence to all relevant laws and regulations, including those related to nonprofit operations, employment, and fundraising.
- Manage organization operations in alignment with organization bylaws, policies, governing documents, and best practices.
- Communicate appropriately with the Board to keep them informed; provide clerical and administrative support for the board and its duties; attend all board meetings.

Other duties as assigned.

Funding of Position

This position is primarily grant-funded. Securing ongoing funding for this role, and Siuslaw Vision's operations, will be a core responsibility of the Executive Director, working collaboratively with staff and board members. While we are committed to maintaining this role long-term, hours and salary may be adjusted to align with available resources.

Physical Requirements & Working Conditions

This job includes self-directed, remote office work and personal contact with community members and Vision volunteers at meetings and events. Siuslaw Vision does not maintain an office. The employee will work closely with a small staff team that values consistent communication and support for each other. Collaboration with various community agencies and organizations is vital. The position requires cultural, racial, ethnic, and economic diversity sensitivity.

This is a full time, 40-hour-per-week position. Hours of work may vary from day to day and may include evenings and weekends depending on the needs of the organization, volunteers, and community members. The position requires a consistent number of hours each week, but the employee can set their own schedule most weeks to accommodate personal needs. Occasional overnight travel may be required to attend statewide meetings and training. Work-life balance is important to Siuslaw Vision. Accrued leave and holidays are expected to be used. Siuslaw Vision received the designation of [Best Place for Working Parents](#) in 2025–2026.

Ability to routinely lift and carry up to 40 pounds with or without accommodation. Ability to sit, stand, and perform general office duties with or without accommodation.

Siuslaw Vision celebrates diversity and inclusion. We value all people without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, marital/family status, or veteran status. Siuslaw Vision is an equal opportunity employer.