



## **Position Announcement - Executive Director** **MOUNT ST. HELENS INSTITUTE (MSHI)**

**Position Title:** Executive Director  
**Work Location:** Southwest Washington – Hybrid with at least one/week at main office in Amboy, WA.

### **About Us:**

Mount St. Helens Institute is excited to announce that we are looking for our next Executive Director to guide the organization into our next phase of stewardship, education, partnership, and adventure.

The Mount St. Helens Institute advances understanding and stewardship of the Earth through science, education, and exploration of volcanic landscapes. We are united in our common passion for Mount St. Helens and connecting folks of all backgrounds with science, the outdoors and each other. We value diverse perspectives, good challenges, adventure, fun, partnership, and community. MSHI is an official nonprofit partner of Mount St. Helens National Volcanic Monument. As such, we work closely with Monument staff and operate under US Forest Service special use permits.

Located in the beautiful Pacific Northwest, the [Mount St Helens Institute](#) (MSHI) offers people of all backgrounds and ages tremendous experiences with an active volcano. The landscape that surrounds Lawetlat'la (Mount St. Helens) has been tended to and cared for by the ancestral and present day members of the Cowlitz Indian Tribe and the Confederated Tribes and Bands of the Yakama Nation through intentional reciprocal relationships since time immemorial. We acknowledge that we are guests on these lands and are honored to work closely with the Cowlitz Indian Tribe and support their connection to our programs.

Nearby Portland offers cultural, culinary, and civic riches. We are an organization with deep support in the community, dedicated staff, talented board of directors, and big dreams. Are you the leader who will take this dynamic and aspirational organization to new levels of providing world-class science education and outdoor experiences in an unparalleled setting?

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MSHI's success and innovation is dependent on a diverse, inclusive, creative, and supportive work environment. We seek a leader who embodies relational cultural norms and is a visionary interested in nurturing collaborations between a diverse team whose personal connections to nature, technical expertise, lived experience, and community connections continue to grow and strengthen our culture and programs.

**Position Summary:**

- *Leadership:* Lead the organization by modeling, facilitating, and creating a supportive, transparent, and inclusive workplace. Set the tone for and strategy for organization growth.
- *Organizational Health:* Lead and maintain an organizational culture that attracts, retains, and motivates a diverse, highly qualified and knowledgeable staff. Provide support for senior leadership staff in finance, HR, and development. Provide strategic guidance and direction for organizational health.
- *Programs and Operations:* Oversee program and operations senior leadership. Ensure resources and strategic direction are in place for operations staff to be successful and sustainable.

**Minimum/Preferred Qualifications:**

We are most interested in finding the best candidate to lead this organization into the future. We recognize that historically and currently marginalized groups continue to be underrepresented and face inequities, particularly in the conservation and environmental sector, and are dedicated to addressing existing disparities in our sector and our organization. We strongly encourage you to apply if you identify as part of a marginalized or underrepresented group. Some candidates may see a long list of professional and personal experiences and feel discouraged because they don't match every single bullet point – we suggest, please apply anyway.

- Bachelor's/Master's degree in a related field from an accredited academic institution\*
- A minimum of 5 years of successful experience in nonprofit leadership or senior management roles.
- Demonstration of successful advancement in the field of natural resource education, conservation, or related profession.

\*10 years of advancement in nonprofit leadership experience in lieu of a degree will be considered equivalent.

**Professional and personal experience:**

- Commitment to and demonstrated leadership in diversity, equity, inclusion, and environmental justice concepts, principles, and skills.
- Collaborative decision-making and ability to work and collaborate with others.
- Demonstrated strong management and supervisory skills.
- Strong, proven fundraising experience.
- Cultural competency, cultural humility, and ability to successfully partner across differences.
- Demonstrate leadership ability in strategic planning, board management and staff direction.
- Experience successfully partnering with marginalized and historically underrepresented groups to advance mutual goals.
- Experience in programming, monitoring and evaluation, and supporting staff in program development and implementation.

- Excellent oral and written communication skills, and administrative capabilities including computer literacy (Google Workspace, Microsoft Excel, CRM and other software).
- Passion for nature and the outdoors.
- Enthusiasm and vision for Mount St. Helens and the mission of the Mount St. Helens Institute.

**Abilities & Working Conditions:**

Some evenings and weekend work. Some travel to the Science and Learning Center at Coldwater and other locations with 2-4 hours of travel time. Minimum of 1/day/week in Amboy.

**Compensation:**

Salary range is \$95,000-\$115,000 depending on experience. Benefits include health insurance (100% employee, 50% spouse and dependents), Simple IRA retirement plan with 3% employer match, paid vacation with increased accrual based on years of continuous employment and paid sick leave.

**To Apply:**

Required for consideration: A cover letter specific to this position, current resume with contact information, and three professional references (Applicant will be notified before references are contacted). Submit all three required documents as one pdf with applicant's name in the subject title.

*Applications will be screened beginning July 12<sup>th</sup>, 2024, and remain open until final candidates have been identified.*

Questions and/or submit to: [EDSearch@mshinstitute.org](mailto:EDSearch@mshinstitute.org)

Please review the [Position Description](#).

We are an equal opportunity employer and provider. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. MSHI strives to be a diverse, equitable, and inclusive workplace.