



Job Announcement: Wild Grief Executive Director (DRAFT)

Job Description:

Organization Background: Wild Grief merges guided hikes and peer support for bereaved teens, young adults, families with children and all ages. We are a small organization composed of two part-time staff and many volunteers with experience in wilderness leadership, outdoor education, grief support groups, and counseling. Wild Grief is committed to improving access to the healing aspects of the outdoors and nature for all. We were incorporated as a non-profit in Olympia, Washington in December 2015.

For more info about Wild Grief see <https://wildgrief.org>

Position Background: Wild Grief is at a key moment in our organizational growth. We know that hiring an Executive Director will help guide us to the next stage of our evolution.

Our current structure is made up of:

- Two staff (Program Director and Field Director) that work ¾ time each. They coordinate programs, conduct outreach, lead fundraising, and do administrative work.
- Volunteer Cohort: Program facilitation is done by trained and supported volunteer Guides. Volunteers also support programs through cooking, gear prep and cleaning, program support, and more.
- A strong board made up of community members, mental health professionals, education professionals, and outdoor enthusiasts. This board still includes founders of the organization.
- Staff are supported and directed by our Ecosystem Committee (EC), which is made up of a group of board members who volunteer their time. This EC does much of the work traditionally done by an Executive Director including directing work, solving larger operational problems, reviewing financials from the contracted bookkeepers, and helping the staff stay focused on key projects assigned by the board or EC.

Our goal is to no longer rely on volunteers holding the workload of an Executive Director. By transitioning to a more fully staffed organization we will increase our organizational capacity and be better able to serve our community and grow towards the big ideas we have for the future. Our new Executive Director will help us in this transition, provide guidance and management experience, and ensure our organization has the resources and the ability to grow our impact for grieving youth, families, and adults in our community.

Our culture is imbued with collaborative decision-making based on the belief that a group that informs and hears from all group members creates the best decisions. We are guided in all that we do by our [organizational values](#), and aim to do our work together in a way that is best for our staff, community, and our planet. This means that we approach the work with intention, slowness, and collaboration. The person we hire will need to be able to continue to be collaborative and find ways to lead through listening.

Proposed Tasks:

- Development (35%)
 - Fundraise, create major gifts system and follow up, improve donor retention
 - Find, and with staff help, write grants.
 - Create grant reports and communicate regularly with grant providers
- Staff Support (15%)
 - Help staff remain accountable, focused and aligned with job descriptions
 - Review focus and direction with staff quarterly
 - As needed, recruit, retain and help staff improve
 - Review payroll and time spent
- Financial Management (15%)
 - Work with bookkeeper to keep books, report to board, create annual budget

- Make financial decisions within budget
- Process improvement (10%)
 - Solve problems collaboratively
 - Lead planning for other programs and changes in current programs
 - Minimize risk
- Maintain organizational vision (10%)
 - Lead strategic planning
 - Continually keep organization aligned with our values
- Community Outreach with help from staff (10%)
- Stay connected with Board - help development of board(5%)

Qualifications

The successful candidate will need to be adaptable, focused, collaborative, and invested in the work of Wild Grief.

Required:

- Alignment with Wild Grief mission, vision, and values
- Experience with project management
- Experience with fundraising
- Experience managing other people's workflow in a collaborative, non-authoritative manner
- Ability to work with a variety of people from all backgrounds, and experience with conflict resolution
- Ability to work independently as well as with others
- Ability to write well
- A motivated, creative, well-organized and resourceful individual
- Ability and intent to listen empathetically and be comfortable talking with people
- Pass a criminal background check (See our Background Check Policy)
- References
- Bachelor's degree

Bonus (we expect no one to be able to check all these boxes):

- Grief and loss support experience
- Organizational development experience or training
- Long-term interest in bereavement support and/or outdoor leadership
- Bilingual in English/Spanish to support our Spanish-speaking programming
- Non-profit experience (volunteer or staff roles).
- Outgoing and warm personality, people person.
- Non-profit or foundation leadership experience
- Masters degree

Wild Grief evaluates candidates based on their experiences, abilities, and effectiveness and does not discriminate against candidates based on any other personal characteristic or any classification. We have a commitment to merging original voices into our culture and encourage our employees to bring their whole, authentic selves to work. Wild Grief is recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Wild Grief is an equal opportunity employer.

Hours and Location:

This position is currently budgeted for 1040 hours a year (½ time - average 20 hours/week). It is an hourly position. Flexible schedule coordinated with other staff. Work will be from home with virtual meetings with periodic presence in Olympia (average 2 X month), and occasional travel around the Puget Sound region for conferences, networking, and fundraising conversations. In-person extended meetings include annual Guide Training, Board Retreat, and fall gathering of everyone (Confluence). Most other meetings are virtual including most board meetings. The duty station is Olympia and we will not be able to reimburse mileage from your

home to Olympia.

Rate of pay/benefits: \$38 per hour plus vacation/sick leave and a health care stipend. Mileage while on Wild Grief business is reimbursed at the federal rate. This is a wage-based position. You will be paid for every hour worked. A portable computer will be provided.

To Apply: Send resume and cover letter to info@wildgrief.org with the subject line: Wild Grief Executive Director Application. Please be sure to include a cover letter to highlight how your skills and experiences will help you in this position. Applications submitted by January 15th, 2025 will be given full consideration. Early applications are strongly encouraged. Interviews are anticipated to start the last week of January.

Unanswered questions about the hire:

Timeline

1. Remote

- We have no office - how close do they have to live to Olympia?
- How often do we expect to see them IRL?

2. Flex time - We are asking for half time

- Wondering if we expect them to be working every week.
- Every month?

3. Timeline

- Announcement
- Review
- Interview
- Hire Date