



**Northwest Power and  
Conservation Council**



### Position Profile

Executive Director  
Portland, Oregon

[www.nwcouncil.org](http://www.nwcouncil.org)

### **The Opportunity**

The Northwest Power and Conservation Council seeks an Executive Director to lead this unique regional agency with the mission to preserve the benefits of the Columbia River for future generations. The Executive Director reports to the eight-member Council and ensures execution of its statutory responsibilities and strategic priorities, which include developing a fish and wildlife program for the Columbia River Basin and a 20-year regional power plan. The development of both the program and the plan occur in a public manner and with input from regional stakeholders, including federal, state and tribal sovereigns, as well as interested individuals. With a regional perspective and in service to the public, the Executive Director's responsibilities include frequent communication and collaboration with broad internal and external constituencies; providing policy and program support to the Council members' work; leading and managing a technical and professional staff of approximately 35 employees located in Portland, Oregon; and ensuring effective administration of the organization. The incoming leader will possess the highest level of personal and professional integrity, executive experience working with boards and managing a professional staff, relevant public policy depth and understanding, and a commitment to ensuring an affordable and reliable electric power system while enhancing fish and wildlife in the basin pursuant to its responsibilities set forth in the Northwest Power Act.

### **The Organization**

The 1980 Northwest Power Act authorized the states of Idaho, Montana, Oregon, and Washington to establish the Council as an interstate compact. Each governor appoints two members to serve on the eight-member Council board. The Council board is supported by 40+ professional staff members in five divisions in its central office, as well as staff in state offices.

The Council's annual budget is approximately \$12 million, and because the Council's existence is mandated by statute, the budget has remained steady since its formation 40 years ago.

The Council is responsible for developing a regional power plan to ensure an affordable and reliable energy system while enhancing fish and wildlife in the Columbia River Basin. The Council's work is at the forefront of some of the most important, complex, and challenging energy and natural resource issues in the region. In support of Council members, the mission-driven staff of experienced technical and policy professionals analyze data and issues in an inclusive manner that accounts for a wide variety of stakeholder inputs from the four-state region. The Council manages relationships with stakeholders including federal, state and tribal governments, and collaborates broadly in order to arrive at well-researched and well-advised recommendations that help guide the Bonneville Power Administration's work. Additionally, the Council's respected work is routinely used by a variety of power and conservation organizations in their planning and decision making.

### **Position Responsibilities**

The Executive Director serves as the chief executive officer for the Council and conducts its day-to-day business operations under the guidance of the board chair and the Council. Specifically, the Executive Director will be responsible for:

#### **Leadership and Administration**

- Provide strategic leadership and tactical guidance to the Council and staff in key process and policy areas
- Develop and direct plans to implement the Council's mission, core values, and strategic goals, including completion of a fish and wildlife program and a 20-year regional power plan
- Prepare and implement annual budgets, work plans, and long-term strategic plans
- Support the Council in maintaining strong governing bylaws, policies, and business practices
- Ensure sound business and financial oversight in daily business operations, including all contracting activities for services, products, and property
- Draft and implement effective agendas and materials, in collaboration with the chair, in order to hold engaging and educational monthly Council meetings that advance strategic goals
- Lead and maintain the human resources system for recruiting, retaining, developing, and enhancing the skills and talents of a high-functioning team
- Strengthen the Council's position as a recognized, credible, and objective hub for regional power planning information and analysis, and for fish and wildlife planning and information

#### **Management and Communications**

- Maintain positive relationships with the Council's key regional partners through effective communication and outreach

- Collaborate closely with staff in each state office
- Build mutual understanding and common agreement with regional partners to advance shared regional goals and objectives
- Provide support and common direction for Council member office operations and outreach activities
- Represent the Council, when appropriate, at events, conferences, meetings, and in testimony before various entities, including congressional committees

### **Profile of the Successful Candidate**

An ideal candidate will have a mixture of the following qualifications, experiences and traits:

- At least 10 years of relevant leadership and management experience is desirable, along with a degree or advanced degree in a related field such as business, law, economics or public administration
- Strong record of leadership and credibility in the nonprofit, public or private sector
- Demonstrated success in working with boards
- Strong knowledge and background in public policy development, particularly energy and environmental policy; candidates with knowledge and background in the Columbia River Basin power system and fish and wildlife issues are especially encouraged to apply
- High-level facilitation and problem-solving ability to find consensus and chart progress on complex policy issues
- Experience with state, regional, and national political processes
- Ability to lead and manage a collaborative and motivated team and measure its performance over time
- An inclusive, consensus-building leadership style, both in and out of the public spotlight, that inspires others and engenders trust
- A communicative and collaborative approach, demonstrated through strong written and oral skills, as well as strong listening skills
- An affinity to build and maintain relationships that demonstrate emotional intelligence and diplomacy
- Sharp business acumen with a strong record of effective and judicious management of financial resources
- Strong integrity and a commitment to professional excellence
- Ability to travel in the region and attend monthly Council meetings

### **Compensation**

The Council provides a competitive structure of compensation and benefits. The salary is tied to the executive schedule for federal government leaders and senior personnel. The current salary range for the Executive Director position is \$147,000 - \$170,000. The Council is an Equal Opportunity Employer.

## To Apply

Please submit your credentials and letter of interest directed to the attention of Melissa Ulum, Managing Partner at [Melissa@MSSsearch.com](mailto:Melissa@MSSsearch.com).

All applications are held in strict confidence. Earlier applicants may receive priority consideration. Applications will be reviewed on a rolling basis, and the application period remains open until the position is filled. The current Executive Director intends to retire in August 2020. To be considered, MS&S Search encourages interested candidates to submit their applications promptly.

Melissa Ulum, Managing Partner at MS&S Search

[Melissa@MSSsearch.com](mailto:Melissa@MSSsearch.com)

(503) 730-7615 mobile

(503)244-2126 office

\*At MS&S Search, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make all forms of diversity a hallmark of all our work, including search engagements.

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