



Washington

EXECUTIVE DIRECTOR

\$45,000 - \$60,000

Plus Excellent Benefits, Including Permanent Work From Home and 32-Hour Flexible Work Week

Apply by

August 28, 2022

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Headquartered in Puyallup, Washington, the Foothills Rails-to-Trails Coalition (FTC) has grown to a point where it is no longer feasible for the Coalition's all volunteer Board of Directors to

perform the work needed to effectively operate the organization. The Executive Board of the FTC will supervise the Executive Director and provide overall workload expectations and priorities. The incumbent will receive little day-to-day supervision and will have broad flexibility to establish and maintain their work schedule within the parameters provided by the Executive Board. This is an excellent opportunity for someone with a passion for trails for hiking, biking, walking, and running to lead the FTC into the future and take the organization to the next level.

THE ORGANIZATION

Mission Statement

The Foothills Rails-to-Trails Coalition (FTC) works to assist Pierce County communities in the creation, maintenance and usage of a connected system of non-motorized trails for healthier people from Mt. Rainier to Puget Sound. The development and maintenance of rail trails connects communities, provides safe access for outdoor activities promoting health and fitness, establishes "green" transportation corridors, preserves, and protects the environment, and promotes economic revitalization and historic preservation for the communities they serve.

The FTC currently has 13 Board members who serve 3-year staggered terms. On average, the FTC consistently takes in more money than it spends. The FTC's biggest fundraisers each year include hosting the Rainier to Ruston (R2R) team relay 51-mile run from Mount Rainier to Tacoma, and the Buckley to Orting (B & O) half marathon and 10K. The FTC utilizes several people under contract, which includes an Accountant to keep financial books and file IRS paperwork; a Social Media consultant to manage the FTC's Facebook page and oversee the preparation of our quarterly newsletter; a Graphic Designer to do the layout of our quarterly newsletter; and a Race Director and Assistant Race Director to manage the R2R and B&O events.

In addition to the two fun-run race events planned, the FTC owns and manages a 2-mile section of the Foothills Trail from just south of the Town of Carbonado near Mount Rainier National Park, which requires routine maintenance work parties for activities such as mowing, brushing, maintaining culverts, and sign maintenance. The Foothills Trail sits atop a historic railroad bed that snakes through river valleys, farmland and beautiful canyons while soaring over low and high bridges southeast of Tacoma about 8 miles and almost directly south of Seattle Washington about 22 miles. The paved trail section is a popular commuter route and recreational destination for walkers, runners, bicyclists, and equestrians. Many hikers, walkers and equestrians enjoy the unpaved sections that continue almost to Mount Rainier National Park. There are many sections of the trail that have unobstructed views of nearby Mt. Rainier, forestland, and nature in all her beauty.

Another major component of the FTC's operations is its 'Opportunity Fund' program in which local public agencies can request local community funding support to coincide with grant proposals that are being submitting for trail development projects, which helps local agencies better compete for limited trail development grant funds.



THE POSITION

The Executive Board of the FTC will supervise the Executive Director and provide overall workload expectations and priorities. The incumbent will receive little day-to-day supervision and will have broad flexibility to establish and maintain their work schedule within the parameters provided by the Executive Board. Major duties of this position will include being the official representative of the FTC, writing grants and raising funds in support of the FTC, and managing the business side of the Coalition to include budget and finance, contract administration, property management, recordkeeping, and insurance and legal requirements. Other duties include organizing trail maintenance, planning and facilitating monthly Board meetings to efficiently make decisions and conduct Coalition business, assuring that the Coalition effectively utilizes social media to maintain stakeholder engagement, and overseeing the preparation of the quarterly newsletter.

To view a full job description and the general scope of responsibilities for this position, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

This will be the first full-time Executive Director for the organization, working flexible 32-hour work weeks. The FTC Board understands that many aspects of the organization's operations could be improved and done more professionally by an Executive Director. Once an Executive Director is hired, it is the FTC's intent to hire a professional facilitator to lead the Organization through an extensive strategic planning process. This will be a great opportunity for the Executive Director to get 'up and running' in this position. The incoming Director will also have an opportunity to start setting an annual budget to help grow the organization professionally.

Once the strategic planning process and the existing vision, mission and goals are re-examined, the FTC aims to complete a 5-year action plan based on the goal statements. After the strategic plan and 5-year work plan are complete, the Board and Executive Director will jointly develop an annual work plan that is derived from the 5-year work plan. The annual work plan will serve as the foundational document guiding the Executive Director in their work.

The Executive Director will have a great amount of freedom to set their own work schedule within the parameters established by the annual work plan. This position will not receive much day-to-day supervision but will be expected to communicate extensively with the Board about weekly activities. On an annual basis the Board will provide the Executive Director with a performance appraisal for the past year and a work plan for the coming year. This is a great opportunity for someone who is a motivated self-starter who likes the flexibility to set their own schedule without someone constantly looking over their shoulder.

THE IDEAL CANDIDATE

Education and Experience:

- Knowledge of accounting requirements and standards for not-for-profit organizations.
- Previous experience in, and knowledge of accounting and finance, and organizational administration.
- Excellent verbal and written communication skills.
- The successful candidate must possess excellent organizational skills.
- The ideal candidate will have a passion for trails for hiking, biking, walking, and running.
- Experience in non-profit administration is a plus, as is experience working with an Executive Board and experience in trail advocacy work.
- It is preferred that the selected candidate reside in Pierce County, Washington.



COMPENSATION & BENEFITS

- **\$45,000 - \$60,000**
- Monthly reimbursement up to \$500 to help offset the cost of private enrollment in a health plan.
- Full-time work from home schedule.
- Paid vacation leave.
- Paid sick leave.
- 32 hours per week with flexibility to set own work schedule.

For more information on the Foothills Rails-to-Trails Coalition, please visit:

www.foothillscoalition.org

The Foothills Rails-to-Trails Coalition is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 28, 2022** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Foothills Rails-to-Trails Coalition, WA – Executive Director**", and click "**Apply Online**", or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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