



# Hood Canal Coordinating Council

Jefferson, Kitsap & Mason Counties; Port Gamble S'Klallam & Skokomish Tribes

17791 Fjord Drive NE, Suite 118, Poulsbo, WA 98370

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## Job Opening Announcement

**Posted:** October 7, 2023

**Position:** Executive Director (Full-time, Exempt)

**Location:** HCCC offices are located in Poulsbo, Washington. Hybrid remote option available within Washington State. Travel in Hood Canal region may be required. Preference for candidates in the Hood Canal region, or willingness to relocate to the region.

### Job Summary:

The Hood Canal Coordinating Council (HCCC) has an opening for an Executive Director in support of our mission to advance a shared regional vision to protect and recover Hood Canal's environmental, economic, and cultural wellbeing. The Executive Director is responsible for the overall operations, supervision of staff, program development, funding development, budget and financial management, strategic direction, working with the Board of Directors to meet objectives, and representation of the Council before agencies, forums, and the general public. HCCC's Executive Director serves as Director of the Hood Canal and Eastern Strait of Juan de Fuca Summer Chum Salmon Recovery Organization. The Executive Director will manage a strategic planning initiative with the HCCC Board of Directors and staff.

**Position Snapshot:** The position focuses approximately 50% on administrative responsibilities, including personnel management, budget and financial management, risk management, contracting, governance, and related business administration, and 50% on program development and management, including work planning, data analysis, presentations, reporting, and coordination with partners.

### About HCCC:

HCCC is a watershed-based council of governments consisting of Jefferson, Kitsap, and Mason counties, the Port Gamble S'Klallam Tribe, and the Skokomish Tribe. Through its programs, HCCC facilitates implementation of salmon recovery plans, serves as Lead Entity, represents the Hood Canal Action Area as the Local Integrating Organization under the Puget Sound Partnership, facilitates adaptive management of the Integrated Watershed Plan and related initiatives, and manages an alternate voluntary mitigation program.

### Knowledge:

- Knowledge of scientific, environmental, and management fields.
- Professional knowledge and competence in environmental sciences to perform work developing, conserving, managing and administering natural resources.
- Knowledge to determine, establish, and apply biological facts, principles, methods, techniques, and procedures that are necessary for the production and/or management of aquatic resources in their natural habitat and/or within facilities and systems that have been constructed for their benefit and public use.
- Knowledge in effectively leading an organization, contributing to the strategic development, and effectively incorporating the mission and goals into programs and operations.

- Knowledge of governance mechanisms and procedures to ensure the successful functioning of a council of local and tribal governments.
- Knowledge of Tribal Treaty Rights, particularly in Western Washington.
- Knowledge of Washington State Public Records Act and Open Public Meetings Act, or willingness to complete training within first 90 days of hire.
- Familiarity with Hood Canal ecosystems is strongly preferred.
- Familiarity with salmon recovery, particularly in Puget Sound or Hood Canal regions is strongly preferred.

**Skills:**

- Exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.
- Analyze and interpret complex data and develop methods and techniques for solving varied, complex problems. Integrate abstract concepts and draw valid conclusions.
- Analyze professional periodicals and journals, financial reports, legal documents, technical procedures, and governmental regulations.
- Excellent written, verbal, and listening communication skills.
- Effective facilitation and presentation skills with technical and non-technical groups of all sizes.
- Develops effective working relationships to gain trust and establish credibility with individuals within and outside the organization.
- Leverages interpersonal skills and technical knowledge to bring people and ideas together to perform effectively.
- Strong collaboration skills with staff and external partnerships for the purpose of building alliances with key individuals or groups.
- Successfully lead and manage others.
- Support others in identifying their own strengths and skills-gaps and guide them in creating their professional development plans that support current and future organizational goals. Encourage others to work on challenging assignments that grow their knowledge and skills.
- Proficiency with Google email, contacts and calendar, and with Microsoft Office suite including Word, Excel, and PowerPoint. Familiarity with Box.com preferred.

**Qualifications:**

- Bachelor's Degree in environmental sciences, public administration, or business administration. Master's degree preferred.
- Seven years of progressively responsible management experience working for an environmental or natural resources focused organization, tribe, or government agency. Experience includes a minimum of two years management or administrative experience including supervision of staff.
- Experience working in, or collaborating with, tribal governments preferred.
- Valid driver's license with no major violations during the past 3 years.
- Background check may include employment verification and history, personal and professional references, educational verification, driving record, and criminal background check for authorization to disperse or commit funds.

**Compensation, Benefits, and Location:**

- Compensation range of \$110,000 to \$130,000 per year for salary.
- Healthcare benefits include medical (90% employer-paid premium for employee-only; dependent coverage at employee's expense), dental (100% employer-paid premium for

employee and dependents), and vision insurance (100% employer-paid premium for employee and dependents).

- 401K retirement plan with 3% employer match, employer discretionary contribution, and financial advisory services.
- Paid vacation leave (12 hours per month)
- Paid sick leave (8 hours per month)
- Paid holidays (14 per year)
- Company-provided mobile phone
- Company-provided laptop and accessories
- Office in Poulsbo, hybrid remote option within Washington State

**Equal Opportunity Employer:** The HCCC is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, ancestry, religion, sex, marital status, sexual orientation, gender identity or expression, age, pregnancy and childbirth, honorably discharged veteran or military status, disability, HIV and/or Hepatitis C status, use of a trained guide dog or service animal by a person with a disability, or other protected class under federal, state or local law. Our organization is committed to employing, advancing in employment, and otherwise treating qualified individuals with disabilities without discrimination based on their physical or mental disability in all employment practices.

Minorities, women, LGBTQ+ candidates, veterans, and individuals with disabilities are encouraged to apply. HCCC supports military spouses with remote work options, flexible scheduling, and proximity to regional military bases.

**How to Apply:** Submit resume with cover email or letter to [Jobs@hccc.wa.gov](mailto:Jobs@hccc.wa.gov).

If you need assistance with the application process to accommodate a disability, please contact HCCC at 360-394-0046 or [Jobs@hccc.wa.gov](mailto:Jobs@hccc.wa.gov).

No agencies or recruiters please.

**Deadline:** First review of resumes will begin during the week of October 23, and will continue on a rolling basis. Resumes will be accepted until the position is filled.

For more information about Hood Canal Coordinating Council, visit our website at <https://hccc.wa.gov>.