



Associate Director

Organization: High Desert Partnership
Location: Headquartered in Hines, Oregon
Start Date: Immediate Start Available; Flexible
Status: Regular, full-time 1.0 FTE
Compensation: \$80,000-\$85,000 commensurate with experience, 401K match, health benefits, paid holidays & vacation

About the Organization

At High Desert Partnership (HDP), we talk a lot about collaboration because it works. Since 2005, by working together we've found practical ways to tackle some of our community's hardest challenges—restoring forests and wetlands, mitigating wildfire, creating opportunities for youth, and growing our local economy. And we'll continue working together to take on whatever challenges lie ahead. Our purpose is simple—we are in the business of finding common ground. Before an issue comes to a head, we start talking with folks. Those who want to be part of the solution take a seat at the table. We come together to listen, share ideas and expertise, and ensure everyone is heard. It's hard work but ultimately our goal is to find an agreeable path forward. We earn trust with integrity—keeping promises, practicing inclusivity, communicating honestly, showing respect, and upholding our values. This is the Harney County way.

HDP is recognized in Eastern Oregon and beyond for strengthening communities, connecting ecological, economic and social domains, demonstrating a replicable model and being the preferred partner for complex collaborative challenges at community, state, and national levels. As our work expands and evolves, we continue to find innovative ways to meet intersecting community needs. One example of this, and the next evolution of our organization, is the advancement of the HDP Collaboration Center Campus. This will provide a permanent physical space in downtown Burns, OR to reach new partners, tackle new obstacles and explore new opportunities in collaborative, community-led ways. This new space also contributes to the sustainability and longevity of HDP by creating a facility that will draw practitioners, subject matter experts, university classes, researchers and a vast array of collaborative partners to Harney County.

Harney County is the largest county in land area in Oregon. Located in far southeastern Oregon, about 75% of the land base is publicly managed. This position is based in Harney County and will work closely with HDP staff and local partners in a collaborative environment. Candidates who have love for and commitment to the people and places of Harney County are encouraged to apply. To learn more, visit www.highdesertpartnership.org

About the Role

High Desert Partnership seeks a full-time Associate Director to strengthen organizational capacity at a critical stage of HDP's growth. With several major initiatives underway and more on the horizon, this exciting position ensures the organization has the internal infrastructure, capacity, leadership, and operational systems to grow effectively. The Associate Director will work closely with the Executive Director across the organization, providing support and oversight in areas including strategic operations, day-to-day coordination and administration, staff management, and program execution. This role will create greater capacity for the Executive Director to focus on strategic leadership, fundraising, partner relationships, and long-term planning to further expand HDP's impact.



This is a highly collaborative, comprehensive leadership role for someone who is excited to contribute across many aspects of the organization and help shape HDP's next chapter: continuing to connect and grow community-based resources and, ultimately, contributing to greater ecological resilience, sustained economic growth, and improved social vitality in remote rural communities.

Duties

Strategic Operations & Leadership

- Support the Executive Director in organizational leadership and operations, coordinating organizational priorities, and assuming designated leadership responsibilities as needed.
- Support the Executive Director's administrative responsibilities, including assisting with communications, file management, special projects and more.
- Support Executive Director in setting and executing strategic direction for the organization
- Directly support and supervise HDP staff, including Program Coordinators and Collaborative Facilitators
- Support HDP staff in program evaluation, including collecting and organizing data, tracking outcomes, and helping assess program effectiveness and opportunities for improvement.
- Support the Board of Directors by coordinating monthly board meeting agendas and materials, facilitating communication and follow-up, and supporting board development and future succession planning.
- Oversee the organization's contracts and agreements by maintaining centralized records, monitoring key terms, deliverables, and renewal dates, and coordinating with contractors and external service providers to ensure agreements are effectively managed and organizational needs are met.

People & Human Resources

- Oversee implementation of human resource policies, procedures, and practices.
- Assist with hiring, training, evaluation, and professional development of HDP team members.
- Promote an organizational culture that fosters inclusion, wellness, and satisfaction among staff.

Development & Fundraising

- Work closely with the Executive Director to monitor the development, execution, and evaluation of fundraising strategies and campaigns.
- Work in partnership with the development team to monitor grant and contract applications and reporting.
- Lead donor relationship management through phone calls, email, mail or other communication.
- Oversee data entry on fundraising, donor and partnership relationships, and events.

Financial

- Work closely with the Finance Team to ensure accuracy, transparency and effectiveness in a variety of reporting, forecasting, reconciliation and other processes, including, but not limited to: annual budget development, regular review of financial accounting, audits and monitoring payroll and benefits.

Community Partnerships

- Represent HDP in the community, with partners, and other stakeholders as assigned.
- Work in unison with the Executive Director to strengthen existing partnerships and develop new ones.

Other

- Perform other duties as assigned and assume additional operational responsibilities as needed.



Qualifications

Below are important qualifications for a candidate. We recognize diversity of experiences and training can create these skill sets. We encourage you to apply if you have a deep interest in working collaboratively.

Education & Certifications

- *Preferred:* Bachelor's degree in related field.
- *Preferred:* Experience in nonprofit management
- *Required:* Valid driver's license and acceptable driving record.

Knowledge & Abilities

- Knowledge of collaborative process and facilitation.
- Knowledge of tools, terminology, processes, and methods that are involved in nonprofit management.
- Understanding of nonprofit development processes, including donor relations and grant and contract management.
- Skilled in both written and verbal communication to understand, record, and converse with coworkers.
- Effectively communicate with diverse partners, and to listen and consider alternative opinions.
- Strong attention to detail in administrative work, project management, and data entry.
- Excellent verbal and written communication, including technical writing.
- Fluency with standard office software and technology (Microsoft Office, Google Suite, video conferencing, etc.)
- Ability and willingness to be physically present for meetings.
- Ability to manage multiple/complex objectives and maintain own deadlines.
- Experience working in rural/remote locations.
- Demonstrated success in supervisory and leadership roles.

Professional Attributes

- Passionate about community collaboration and the issues facing Harney County.
- Curiosity to learn and understand more about HDP initiatives and Eastern Oregon lifestyles.
- Ability to empathize with and recognize the value of others.
- Values integrity, inclusivity, trust, and compassion.
- Believes firmly in the value of building lasting relationships.
- Capacity to develop innovative and creative solutions to problems.

Thank you for your interest in the Associate Director position at High Desert Partnership.

If you have questions or would like to learn more about the position, please contact Executive Director Brenda Smith at director@highdesertpartnership.org.

How to apply: Please apply online at <https://podio.com/webforms/30823344/2622047>