



WARM SPRINGS

COMMUNITY ACTION TEAM

Position: Executive Director of Warm Springs Community Action Team (WSCAT)

Salary Range: \$90,000-\$95,500

Supervisor: Board of Directors of WSCAT, a 501(c)3 nonprofit corporation

Status: Full time @ 40 hours per week; Exempt

Benefits: **paid** health insurance, paid life insurance, 403(b) w/employer match up to 5%, 26 days PTO + holidays, up to \$10,000 reimbursed for moving expenses.

Location: In Person, Warm Springs Indian Reservation, Central Oregon. Occasional remote work options.

About Warm Springs and Central Oregon:

The Warm Springs Indian Reservation has a population of nearly 5,000 people and is located in rural Central Oregon. The 644,000-acre reservation spans four counties, primarily located in Jefferson and Wasco Counties. It is located about an hour South of Mount Hood and an hour North of Bend. The closest neighboring town is Madras, 15 miles to the South. The region is known for scenic beauty and outdoor recreation of the high desert. Transportation and housing shortages create barriers to residents; many tribal members live in Madras.

About Warm Springs Community Action Team:

WSCAT's mission is to promote community development in Warm Springs by empowering individuals and groups of people to realize their potential, become self-reliant, and affect positive change for themselves, their families, and their community. WSCAT envisions a Warm Springs Reservation in which tribal and community members control their own destinies, in which people are in a position to provide for their families, pursue their hopes and dreams, and achieve their full potential.

WSCAT is a nonprofit community development organization with four program areas: business, youth, career, and finance. Over the past 10 years of growth in programming and funding, WSCAT now has projects in the works such as the commissary small business incubator, youth center programming, IDA program, and workforce development. WSCAT programs are the only offerings on the reservation that provide Warm Springs community members with the opportunity to deepen and broaden their skills in financial management, small business development, and work-readiness. WSCAT has a known track record for success in helping clients and our capacity has increased in recent years. Each of our programs provides meaningful individualized support to the community members who need services. Learn more: <https://wscat.org/>

WSCAT is in a position for continued impact through its expanding programs and the executive director will lead continued program development and growth. We are seeking an executive director who brings fundraising experience, sound judgement and emotional intelligence to bring people together for positive community change and problem-solving.

ESSENTIAL JOB FUNCTIONS:

Organizational Leadership & Strategy:

- Leads daily operations, administration, and long-term strategy for the organization.
- Develops and implements strategic plans that reflect community needs and WSCAT's goals.
- Partners with the Board of Directors to align programs and policies with organizational priorities.
- Organizes and prepares for Board meetings and prepares regular reports.
- Maintains accurate records and organizational policies; supports board secretary to document board meetings and decisions.
- Partners with the Board of Directors to ensure effective governance, legal compliance, and alignment with strategic goals.
- Supports Board development, training, and evaluation efforts.
- Oversees organizational technology infrastructure, ensuring secure, effective systems for data management, communication, and operations.

Program & Partnership Development:

- Designs and manages programs in collaboration with staff and community stakeholders.
- Establishes benchmarks, tracks outcomes, and reports progress to the board, staff, partners and stakeholders.
- Builds strong partnerships with nonprofits, universities, foundations, and government agencies to advance economic development and entrepreneurship.
- Oversees data collection and evaluation to ensure program effectiveness and relevance.

Financial Oversight:

- Oversees financial management in partnership with the finance director and bookkeeper.
- Ensures compliance with Generally Accepted Accounting Principles (GAAP).
- Oversees audits, financial reviews, and all required financial reporting.
- Ensures timely and accurate financial and program reports are submitted to funders and the Board.
- Ensures compliance with all applicable laws, regulations, and reporting requirements.
- Identifies and manages organizational risks and implements mitigation strategies.

Staff Development & Culture:

- Hires, supervises, and evaluates staff; assigns roles and ensures project timelines are met.
- Promotes fairness, emotional well-being, and staff retention through mentorship and support.
- Ensures onboarding reflects WSCAT's mission, vision, and strategic direction.
- Provides training, mentorship, and leadership development to staff members that is aligned with both organizational and their professional growth goals.
- Encourages collaboration, professional development, and cross-training to build internal capacity.
- Fosters a culture of inclusion, shared purpose, and strong internal communication in support of a healthy, safe work environment.
- Champions equity, cultural competence, and inclusion throughout the organization and ensures programs are responsive to the tribal community's cultural values and needs.

Resource Development & Fundraising:

- Leads fundraising efforts for operations, programs, and capital projects including grant proposals to federal, state, local, and private funders.
- Maintains donor relationships and communication.
- Oversees donor and grant management systems.
- Secures in-kind contributions and pro-bono support to strengthen organizational sustainability.
- Cultivates relationships with philanthropic leaders to support long-term financial stability.

Communications & Public Engagement:

- Manages outreach and communications through social media, newsletters, email, direct mail, and the website.
- Ensures consistent and effective messaging to clients, donors, and stakeholders.
- Serves as spokesperson and a key ambassador for WSCAT, strengthening its visibility and impact in the community.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Location/Environment: WSCAT offices and all other WSCAT associated locations, such as the youth center, commissary building, etc. Some travel will be required with your personal vehicle.

Education and Experience

- 5+ years of supervisory experience
- 3+ years in a project leadership role with exceptional organizational skills; ability to lead projects, work independently, and think strategically.
- Bachelor's degree or equivalent professional nonprofit or business leadership experience preferred.
- Experience working in Native communities preferred.
- Experience with or willingness to learn technology/software currently in use at WSCAT.
- Financial and budget management, knowledge of QuickBooks preferred.

Application Information

Nonprofit Professionals Now is excited to partner with **Warm Springs Community Action Team** on this key leadership role. Please include a resume and cover letter for review by NPN.

Application deadline: February 15, 2026

Application link: <https://tinyurl.com/wscated>

Executive Director Job Description – Revised January 2026