



EXECUTIVE DIRECTOR

Olympia, WA

REPORTS TO:
BOARD OF DIRECTORS

ANNUAL BUDGET: ~\$1M

TOTAL STAFF: 8

SALARY: \$120,000 - \$140,000
ANNUALLY, DOE

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pacificeducationinstitute.org

THE ORGANIZATION



The Pacific Education Institute (PEI) was founded in 2003 by a consortium of leaders from the Washington Forest Protection Association (WFPA), Washington Department of Fish and Wildlife (WDFW), the Northwest Indian Fisheries Commission (NWIFC), Office of the Superintendent of Public Instruction (OSPI), the Association of Washington School Principals (AWSP), Washington Association of School Administrators (WASA), and the Washington State School Directors Association (WSSDA). Today, PEI works statewide to connect K-12 educators and community partners with training and resources to engage students in outdoor-based learning to develop scientifically literate citizens poised to make balanced decisions for sustainable communities. Centered on equity and sustainability, the FieldSTEM model has grown to include: ClimeTime, Project Learning Tree, Project WET, Project WILD, Outdoor School for All, Green Jobs, and dual language and multicultural programming.

To learn more about PEI's programs visit their [website](#).

Following the success of a longstanding leader, PEI is now searching for their next Executive Director to help steer the organization into its next phase of growth and impact.

THE POSITION

The Executive Director (ED) serves as the chief executive and senior leader for PEI, and is responsible for advancing the organization's mission, business plan, fundraising efforts, daily operations, sustainability, and statewide impact. The ED provides visionary leadership across organizational strategies: including finances, programs, policy advocacy, partnerships, and organizational culture. The ED will lead a high-performing senior team, steward PEI's financial health, provide statewide programming, and strengthen PEI's role as a trusted leader in education policy, systems change, and cross-sector collaboration.



Essential Duties and Responsibilities

Organizational Leadership and Strategy

- Engage and energize PEI's board members, staff, partner organizations and funders to further PEI's mission
- Develop and support the board of directors and collaborate with them on policy decisions
- Serve as ex-officio member of each committee
- Implement the business plan to address changing market forces and achieve sustainable funding by fully integrating the work of staff and consultants
- Develop and ensure implementation of strategies for the effective delivery of PEI's work
- Lead, coach, develop and retain PEI's staff

Fundraising and Financial Management

- Collaborate with the Finance & HR Director to ensure a strong financial management system is in place through long-term financial planning and regular budget analysis
- Ensure financial best practices are followed, develop and manage the annual budget
- Seek new opportunities for fundraising and program expansion, including accessing foundation funding
- In collaboration with the Associate Director of Development & Communications, actively engage donors, write grants, and diversify revenue streams to ensure financial stability and expand successful fundraising activities and events
- Pursue state and federal funding opportunities that are aligned with PEI's mission
- Expand PEI's network of contacts and build relationships with donors and legislative supporters
- Support the board in increasing their involvement in strategic fundraising.



Planning and Programmatic Expansion

- Continue to build partnerships in new markets, establishing relationships with school district administrators/educators, funders, partner organizations, and political community leaders in each expansion site
- Communicate program results with an emphasis on FieldSTEM® Plus as a model for replication
- Set annual goals and measurements of success for the organization's business plan



External Relations, Advocacy, and Policy Leadership

- Advocate for education policy aligned with PEI's mission
- Demonstrate cultural sensitivity and ability to engage different points of view
- Communicate a consistent, clear message about who PEI is, the work we do and our impact
- Foster and strengthen existing relationships with educators and partners statewide

Working Relationships

- Internal: Plan, direct, and supervise directors and associate directors (currently 4 individuals).
- External: Board of Directors, funders, consultants, state education leaders and administrators, K-12 educators both formal and informal, legislators, policy leaders and partner organizations in natural resources, agriculture, workforce, and the environmental sectors.



Areas of Initial Focus

- Building strong working relationships with both internal staff and external stakeholders—such as the Board of Directors, funders, consultants, state education leaders, K-12 educators, legislators, and partner organizations—will be essential for early success.
- By listening actively, asking thoughtful questions, and learning from the team, board, and close partners the ED will gain a deep understanding of the organization’s needs and culture.
- Establishing and strengthening legislative relationships, especially if they do not already exist, will be important for the ED to advance the organization’s advocacy and policy priorities.
- Broadening the revenue base by attracting additional philanthropic support will be a key short-term priority to ensure the organization’s sustainability and growth.

Longer Term Priorities

- The new executive director will be expected to demonstrate strong progress toward achieving the objectives outlined in the organization's plans, while also preparing to develop a comprehensive long-term plan.
- Maintaining a focus on staff recruitment, retention and development will be crucial, including ensuring competitive compensation, benefits, and professional growth opportunities, as staff turnover can disrupt organizational momentum and require additional time from leadership.
- It will be important to implement and oversee an effective data management system that supports the organization's mission and streamlines operations.
- Ensuring that all teaching resources and communications are clearly branded, regularly updated, and easily accessible will help the organization provide high-quality professional development to educators across the region.

LEADERSHIP PROFILE

PEI’s next ED will have experience serving in senior management in a transferable field and will bring a compelling combination of all or some of the following skills and experience to their work:

- Proven track record in working effectively with staff and board of directors
- Content knowledge in education, and science, natural resources, agriculture, the environment or related field
- Systems perspective with the ability to work collaboratively to carry out the goals and objectives set out in a strategic plan
- Experience building relationships and soliciting funds with the ability to engage a wide range of donors
- Experience in fiscal management and budgeting
- Ability to multi-task and work independently while staying organized
- Commitment to quality programs and data-driven evaluations
- Effective advocate and spokesperson for organizational mission/vision in a variety of settings
- Nonprofit management experience
- Capable of leading complex initiatives in a dynamic and remote work environment
- Experience and exposure to state education standards, preferably in Washington
- Proven ability to navigate political nuance and the policy landscape in state legislatures and school systems
- Bachelor's degree or equivalent experience in education, science, nonprofit management or related field; advanced degree preferred



COMPETENCIES

- Ability to work effectively in a collaborative environment with a diverse group of individuals
- Persuasive and passionate written and verbal communication skills
- Ability to lead within a culture of equity and inclusion
- Solution oriented problem solving
- Passion, integrity and a positive attitude
- Mission-driven, flexible, sound decision-maker
- Proven ability to build trust in a team environment

Compensation & Benefits

The annual salary range for this position is \$120,000 - \$140,000 DOE

PEI is committed to supporting all employees through competitive salary and benefits, a commitment to equity and inclusion, and training and professional development.

Benefits include:

- Health, vision, dental, and life insurance
- SIMPLE IRA retirement program with up to 3% employer match
- 12 personal days in lieu of holidays plus generous vacation allowance
- 12 days of sick leave annually
- Up to 52 hours of professional learning annually

Equal Opportunity

Pacific Education Institute is an Equal Opportunity Employer. Candidates of color, LGBTQ+ candidates, candidates with disabilities, and candidates of all religions and national origins are strongly encouraged to apply.

To Be Considered

The position is open until filled, with a priority deadline of June 12, 2026. Candidate materials are reviewed on an on-going basis, and initial interviews will begin by late-May. Cover letters (two pages or less) addressed to Board President, Leslie Druffel, and a resume can be submitted to Valtas [here](#).

You may direct questions to Ed Rogan at ed@valtasgroup.com or Chris Cannon at chris@valtasgroup.com



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