



## *Job Description*

# EXECUTIVE DIRECTOR Western Wood Preservers Institute

### **WWPI Mission Statement**

WWPI's mission is to protect and promote the manufacture and markets for preservative- and fire-retardant-treated wood products produced by the industry in western North America. This is accomplished through coordinated industry strategies, utilizing the best scientific information available to:

- Increase public and consumer appreciation and confidence in our products and our industry;
- Secure reasonable and economic federal, state, provincial and local environmental regulation regarding our products and processes;
- Promote the development and application of codes, standards and quality assurance programs to ensure products best meet the needs of the users.

### **Scope of Position:**

The Executive Director reports directly to the Board of Directors and is dedicated to successfully executing the Institute's mission. The Executive Director is directly responsible for managing the development of strategies and deploying staff, actions and resources in the Institute's main program areas: Regulatory Affairs, Utility Poles, Lumber & Plywood, Fire Retardant and Aquatics & Agriculture. The Executive Director oversees the day-to-day management of the Institute, including supervision of the staff, directing the Institute's financial activities, maintaining relationships with WWPI member companies and sustaining connections with affiliated industry associations.

### **Responsibilities and Duties**

- Identify or manage critical emerging issues and implement strategies for managing each to a successful conclusion. Assume leadership for project management to assure broad member and/or industry participation, financial support and use of effective scientific, technical and political resources.
- Maintain regular communications with WWPI Officers and the Board of Directors to fully update them on actions influencing areas of management responsibility or issues that may affect the operations and achievement of the Institute's goals.
- Serve as spokesperson for the Institute, ensuring its positions are properly communicated to the membership, industry and the public.
- Oversee staff management and program activities of the Institutes' committees: Regulatory Affairs, Utility Pole, Lumber & Plywood, Fire Retardant and Aquatics & Agriculture.
- Monitor and respond to technical questions or initiate action in response to regulatory or legislative issues that may pose a direct or indirect threat to the production and sale of preserved wood products.
- Develop strategies, work plans and annual budgets for assigned program areas for consideration by the committees and Board of Directors.
- Generate new program or project ideas and stimulate interest among members to participate.
- Coordinate development of agendas for Board and committee meetings for the Summer and Annual membership meetings.
- Assign timelines so all critical issues addressed in each functional area are covered in a timely fashion.

- Foster good working relationships with related industry associations and groups to assure cooperative efforts and minimize duplication.
- Act as the Institute's lead representative in the North American Wood Pole Council and assume management responsibility, as directed.
- Assure the strategies and activities of the Institute's outreach programs are effectively implemented.

**Primary Day-to-Day Responsibilities:**

- Supervise the Director of Finance & Operations in conducting all financial and accounting activities for the Institute and the North American Wood Pole Council. Oversee the short- and long-term investments that serve as the Institute's reserves.
- Supervise the Government Relations Director in managing the Institute's legislative and regulatory monitoring program and staffing of the Regulatory Affairs and Aquatics & Agriculture committee activities.
- Supervise the Marketing Director in the management of the marketing outreach program and the staffing of the Lumber & Plywood, Fire-Retardant-Treated Wood and Utility Pole committee activities.
- Manage outside project consultants and government grants.
- Develop relationships with Institute members through periodic plant and office visits to ensure understanding of issues and concerns.
- Attend with staff members or individually other industry organization meetings to ensure understanding of issues and to promote cooperation.
- Assure timely dissemination of internal and market publications and maintain the Institute web sites.
- Address issues and concerns raised by members and direct actions by staff and committees to respond to such issues.
- Serve as the fiduciary oversight for the institute, including check signing authority and maintenance of the employee insurance and 401(k) benefits programs.
- Develop annual budgets for the Institute by working with staff, the Executive Committee and Board of Directors to ensure spending is in line with the Institute's mission.
- Assist in the planning and coordination of all membership meetings.

**Qualifications:**

- College degree and/or experience appropriate to position.
- Preferred experience in wood treating, wood products or related field.
- Minimum 5+ years management experience and a successful track record of leadership in an outcome-based organization or program.
- Excellent communication skills, written and verbal, including public speaking.
- Regulatory/legislative negotiation, conflict resolution and diplomacy skills.
- Marketing and/or sales program management experience.
- Working knowledge of computers and digital media.
- Experience with strategic planning, financial forecasting, budgeting and management.
- Willingness to travel throughout North America.
- Preferred to work at the Vancouver, Wash. offices.

**Start Date:** June 1, 2026 **Salary Range:** \$170,000–\$190,000 annually, commensurate with experience

**Benefits:** Medical insurance, 401(k), PTO, bonus

Applicants should submit a résumé and cover letter to [jobs@wwpi.org](mailto:jobs@wwpi.org). Applications accepted through March 2. Online interviews scheduled in mid-March, in-person interviews in early April. Board approval of candidate by late April.