



Executive Director

\$140,000- \$175,000

Plus, Excellent Benefits

Apply by

September 16, 2025



WHY APPLY

Set in one of the most scenic areas of Washington State, the Port of Woodland is located on the northern side of the beautiful Columbia River, 25 miles north of Portland (River Mile 82 -86) with a spectacular view of Mount St. Helens and breathtaking sunsets each evening. The Columbia River is the largest river flowing into the Pacific Ocean from North America. This breathtaking natural environment, together with great quality of life and caring community values, make it a wonderful community to live, work and play. The Port Executive Director performs a critical leadership role in maintaining and expanding the region's economic base and will enjoy strong community collaboration and support in that effort. This is a wonderful professional opportunity to help lead and advance this region's economic development.

THE REGION AND COMMUNITY

Woodland, Washington, is a small city in the Pacific Northwest, located in southwestern Washington State. It sits along the Lewis River, just east of its confluence with the Columbia River. The city lies at the border of Cowlitz and Clark counties, about 20 miles north of Vancouver, Washington, and roughly 30 miles north of Portland, Oregon.

Cowlitz County, Washington, is located in the southwestern part of the state, within the fertile and forested region of the Pacific Northwest. Bordered by the Columbia River to the west and the Cascade Mountains to the east, it offers a mix of river valleys, rolling hills, and timberlands. The county seat is Kelso, while its largest city is Longview, a historic lumber town along the Columbia River. Today, the county is known for its strong ties to forestry, manufacturing, agriculture, and outdoor recreation, with easy access to Mount St. Helens, the Columbia River Gorge, and nearby coastal and mountain destinations.

The area enjoys a mild and temperate coastal climate with daytime temperatures ranging from 40° in the winter to 80° in the summer.



THE PORT

The Port of Woodland (Port) is one of three Cowlitz County Ports. The Port, a political subdivision of the State of Washington, was established in 1960 by a vote of the people, to create a favorable climate for economic development in the Woodland area. The Port encompasses all of the city and county portion of Woodland, and east up to Cougar, WA at the Skamania County line. The majority of the Port's facilities are located in the City of Woodland. The Port owns and operates several commercial and industrial properties as well as a RV park located on the Columbia River. The Port is also a provider of several public amenities including parks, recreation facilities, and trails throughout the communities it serves.

The Port is divided into three geographic districts, each of which is represented by a three-commission board (Commission) who is elected to a 6-year term by the voters residing in the Port district. The Commission is the Port district's governing body responsible for setting policy and enforcing established policies. The Commission may exercise only the powers that are delegated to them by law or pursuant to law. The Port currently has 11-FTEs, a 2025 operating budget of over \$2.6-million and a five-year capital budget of over \$3.9 million. The Commission hires the Executive Director, who is respon-



sible for administering and directing the day-to-day activities of Port staff, implementing Commission plans and policies and leading the organization's economic development efforts.

The Port maintains and grows the local business community through the development and maintenance of its 400-acres of Light and Heavy Industrial properties. The Port plays a major role in bringing new and expanding companies to the area, averaging a 100% occupancy rate, and providing the community with over 1,500-jobs and a medium household income of over \$84,000.

The Port's purpose is to procure family wage jobs and environmentally responsible industry, to provide public recreational opportunities to the Woodland Community and to work cooperatively with both private and public entities acting as a positive resource in the Woodland Community.

The Port's strategic plan sets specific goals and targets. Goals include aggressively marketing facilities; making strategic

investments in infrastructure; improving environmental performance; ensuring sound economic return on its investments; and enhancing stakeholder engagement with its activities. Examples of specific external targets include:

- Increase community understanding, sense of ownership, and support for the Port and its initiatives.
- Partner with the City of Woodland and other related entities for mutually beneficial planning and development of shared infrastructure; including roads, rail, water, sewer, storm, fiber, power, and other infrastructure necessary for the marketing and creation of jobs within the City of Woodland.
- Coordinate efforts with key legislators to improve local economic opportunities by supporting the retention, expansion, and recruitment of preferred employers.
- Support recreational opportunities along the Columbia and Lewis rivers for publicly accessible parks, walking trails, fishing and camp sites through the Port District for all constituents and tourists.
- Promote sustainable community prosperity by ensuring an ample supply of land, infrastructure, and facilities to meet the needs of potential employers.
- Evaluate properties for best use options, marketability, and return-on-investment. Assess properties with low ROI for potential use change or liquidation of assets.
- Expand the Port's land and building assets and associated positive economic impacts through ongoing outreach and partnerships.
- Incorporate environmental justice into the planning of all projects based on project location, to ensure that overburdened and vulnerable populations will have direct and fair involvement in project planning.

THE POSITION

The Executive Director serves at the will of and is accountable to the Board of Commissioners and is responsible for implementing policies and resolutions set by the Commissioners while overseeing day-to-day Port activities.

This includes overall direction of the operation, maintenance, administration and use of the Port's recreational and industrial properties and facilities.

The Executive Director's authority is delegated by the Commission through a Delegation of Authority adopted by Resolution. The Executive Director is responsible for execution of contracts, and delivery of services essential to the Port's mission, as well as financial, accounting, and legal matters of the Port. The Executive Director leads the management team in the identification of strategic growth opportunities, consistent with the Port's core competencies, the analysis of their viability, and implementation when approved by the Board.

The Executive Director ensures the Commission is kept informed of all current major financial or operational issues and developments including risk, safety and security matters. The Executive Director ensures information on trends, needs and utilization of resources is gathered and presented to the Commission, as required. This position facilitates the development and implementation of goals, objectives, business plans, budgets and programs for all business lines and departments in support of the Port's Vision and Mission. They also develop and maintain positive relationships with tenants and customers, community groups, and other public, government and non-profit agencies.

THE IDEAL CANDIDATE PROFILE

The ideal Executive Director candidate is experienced in working directly with an elected board or governing body. References will describe them as a trusted advisor to the

Commission who works collaboratively with them and other stakeholders energetically and effectively to carry out the Port's mission, objectives, goals, plans, and day-to-day operations. They will exhibit an entrepreneurial spirit by coming up with novel methods to bring in money, make investments, and make the most of the financial potential of the port's current assets—all the while keeping the public, port tenants, stakeholders, and employees fully informed. They will demonstrate a creative and innovative spirit by identifying non-traditional ways to generate revenue, investment capital, and maximize the financial potential of existing port assets while being highly responsive to the public, Port tenants, stakeholders, and staff. They will strive to



leverage local resources to achieve amazing results for the community. They will have knowledge of land use and property development including industrial and multi-use community centric development.

Strong candidates must have strong dynamic leadership skills and a willingness to fully commit to the community, the Port, and its goals. They will have a strong sense of public service, be dedicated to outstanding customer service and continuous improvement, and be results-driven. Candidates will have a proven track record of leading, selecting, coaching, motivating, and recognizing high-performing teams that enjoy their work and take pride in organizational accomplishments. They will create a positive and team-oriented working environment, be available to staff, community, and stakeholders, and sincerely solicit and value others input, opinions, and suggestions.

This individual must demonstrate a caring customer service attitude, a strong commitment to operational excellence and be able to

display behaviors and a commitment to the organization's core values. We value an individual who also brings an impeccable work ethic and models a high level of integrity. The organization's culture is built on the following values: Respectful and Professional Service to the Community, Transparency, Collaboration, Equity and Inclusion, and Economic, Environmental, and Social Sustainability. The Board seeks candidates who can align and model these values both internally and externally and understand what it means to carry out these values in their everyday work.

EDUCATION & EXPERIENCE

A bachelor's degree in business administration, economics, economic development, marketing, public policy or similar educational background is required.

A minimum of ten years or more of progressively responsible management experience directing operational activities, research or marketing, economic development, finance, and/or other activities relevant to municipal or Port operations.

Applicants should have strong management and executive leadership experience.

Other qualifying experience which provides an equivalent balance of the necessary knowledge, skills, and abilities to meet the job requirements will be evaluated that may substitute for the required education and experience.

Must possess a valid driver's license.

COMPENSATION & BENEFITS

- Salary \$140,000- \$175,000
- Medical, Dental, Vision Premiums are covered for employees & dependents.
- Life and long-term disability for employees option.
- Paid Holidays
- Paid Time Off (PTO)
- Washington PERS Retirement Plan
- Deferred Compensation options

TO APPLY

If you are interested in this outstanding opportunity, please submit your resume cover letter (electronically) at:

dripp@portofwoodland.com

by September 16, 2025

Resumes will be screened based on the criteria outlined in this brochure. To be considered, candidates are required to submit the following:

- Compelling cover letter
- Comprehensive resume

Candidates should be aware that in addition to checking references, a detailed background check will be conducted on the top tier of competitive candidates, including education and credentials verifications.

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established.

The Port of Woodland is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 16, 2025** (first review, open until filled). Cover letters and resumes will only be accepted electronically.