



OREGON TREE FARM SYSTEM

Our Values: Connectivity; Collaboration; Stewardship; Inclusivity; Gratitude
Our Mission: Empowering private landowners to manage their forests sustainably
Our Purpose: Impacting the world by making Oregon a better place one acre at a time

March 24, 2026

Request for Proposals

Administrative Director, an Independent Contractor Position for the Oregon Tree Farm System

The Oregon Tree Farm System (OTFS), a 501(c)(3) organization, is seeking an Administrative Director with forestry experience to work with the OTFS Board of Directors and members. OTFS was established in 1993 with a mission to empower private landowners to manage their forests sustainably, impacting the world by making Oregon better, one acre at a time.

POSITION DESCRIPTION: This is an independent contractor position. The Administrative Director will report directly to the OTFS Board of Directors and is also responsible for fulfilling the values of the organization: Connectivity; Collaboration; Stewardship; Inclusivity; and Gratitude. Workload, which includes both professional forestry and clerical services, will fluctuate on a weekly basis depending upon the tasks to be completed. The OTFS Administrative Director will provide continuity and support to the Board and volunteers, and assist Working Groups as described below.

SCOPE OF SERVICES (a combination of professional forestry-related and clerical tasks)

Administration, Operation, Finance & Internal/External Communications (Estimated 100 Annual Work Hours)

- Assist with OTFS mailings as appropriate, answering or referring public communications, processing all OTFS mailings, and sorting and distributing incoming communications/mail.
- Represent OTFS on multiple state and national level committees and boards related to private forest management as directed by the Board.
- Assist the Board in maintaining and updating the OTFS Operations Manual and Strategic Plan.
- Seek out and develop partnerships with related associations and companies as appropriate.
- Support efforts to recruit, retain, and engage members.
- Coordinate fundraising efforts and initiatives as directed by the Board, including composing a draft of the annual letter to membership requesting donations and arrange with a mailing service to have it printed and mailed.
- Coordinate with the Board Chair to compose a draft of the annual letters to the nine Charter Companies, print and mail them, following up with thank you letters.
- Assist the Treasurer and Secretary in processing 160+ donation requests, including thank you notes.
- Assure annual grants (SIC, ODF, USFS) are properly requested, administered, and invoiced including assisting the Board Chair with writing contracts, maintaining relationships and providing grant implementation reports.
- Attend bi-monthly OTFS board meetings.
- Respond to or refer requests about membership from website, phone, or email, and follow-up as needed.
- Attend ATFS quarterly webinars and report information to OTFS Board.

Certification Working Group (Estimated 800 Annual Work Hours)

- Compose and send letters to OTFS members whose tree farms will receive a 5-year recertification inspection, or any other required inspections during the year.
- Assign required and 5-Year inspections to District Coordinators and directly to inspectors in counties lacking district coordinators.
- Follow-up on inspections with district coordinators and inspectors.
- Enter data from initial inspections & recertification inspections into ATFS database.
- Print and distribute initial and recertification certificates and accompanying letters.
- Maintain sign inventory and keep track of 25, 50, and 75-year sign needs; order and arrange delivery of signs. Record all sign presentations in ATFS database.
- Participate in conducting inspections as required to fulfill need.

Landowner Journey Working Group (Estimated 80 Annual Work Hours)

- Assist with webpage maintenance and development.
- Assist with social media outreach, including preparing quarterly newsletter articles and/or letters to membership for distribution.

Events Working Group (Estimated 40 Annual Work Hours)

- Assist working group lead to coordinate with OSWA to plan the annual Family Forest Convention, including Tree Farmer of the Year Tour, and participates in the convention.
- Assist with Annual Meeting planning including facilities/location counsel, venue contracts, budgeting, logistics, and tracking registration trends and program.
- Assists with coordinating OTFS representation at the annual logging conference, tree schools, and other such events.

Recognition Working Group (Estimated 24 Annual Work Hours)

- Assist working group lead to ensure nomination packets are distributed to OSWA chapters'
- Assist working group lead to ensure awards are properly selected, prepared, and presented'

Finance Working Group (Estimated 40 Annual Work Hours)

- Assist Treasurer with preparing annual budget for Committee approval.
- Assist Treasurer in accounting for all revenues and expenditures and reconcile accounts, including accounts receivable, payable, and related documents.

DESIRED SKILLS AND COMPETENCIES

- Minimum two years of experience providing administrative, operational, and financial support and services, including managing internal and external communications.
- Experience working with nonprofits and/or entities in forestry, natural resources, or closely related fields preferred.
- Minimum two years of professional forestry experience (or two years professional-level education in an accredited forestry program from a university or college) to assist with administering necessary tree farm certification/recognition tasks and any other activities requiring such experience.
- ATFS Inspector Certification or qualified to become certified and obtain certification before assuming position.
- Conference management experience including preconference budgeting, site/venue selection, contract negotiation, and onsite logistics.
- Demonstrated written and oral communication skills.
- Possess excellent customer service skills. Can develop and cultivate collaborative internal and external relationships, and respects differing perspectives.

- Basic knowledge of website content management systems.
- Demonstrated experience using Microsoft Office Suite (Word, Excel, PowerPoint, and Publisher.). Will need to become proficient with Constant Contact.
- Ability to travel across Oregon.

OFFICE LOCATION/HOME OFFICE OPTION

Working from contractor's home or contractor's office is at the discretion of the contractor provided sufficient means of communication are available (phone, email, internet conferencing (e.g. Zoom or Teams)).

INSTRUCTIONS AND PROPOSAL REQUIREMENTS

Proposal Format

Proposer must describe how they will meet the requirements of this RFP and may provide additional related information. The proposal should be presented in a format that corresponds to the sections contained in the Scope of Services. Proposer should provide three references describing service in a similar role, and/or in a Board of Director role in a similar organization, and/or in other leadership positions.

SCHEDULE

This RFP is open until May 1, 2026, or until it is filled. Proposals will be reviewed as they are received on a continual basis. The preferred start date for this Administrative Director position is on or before June 1, 2026.

COMPENSATION

Please provide standard billing rates for your firm for the professional forester and clerical activities identified. This is an independent contractor position, and hours/days are not set. Workload will fluctuate on a weekly basis depending upon the tasks to be completed. As summarized above, **total annual workload is estimated to be about 1084 hours per year**. Travel expenses for the OTFS Annual Meeting, OTFS/OSWA Family Forest Convention, and ATFS Leadership Conference are compensated as budgeted or otherwise approved by the Board.

The term of agreement will be for one year, with quarterly reviews. Unless terminated, with 60-day notice by either party, it is anticipated the contract will be renewed and renegotiated for additional 12-month increments.

INSURANCE

The purchase and maintenance of the following types of insurance will be required. The required minimum limits may be met through any combination of primary and excess insurance policies:

- Liability insurance to insure against any acts or omissions of Contractor written on an occurrence basis with limits not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. The policy will include coverage for bodily injury, property damage, personal injury, contractual liability, professional liability, premises and products/completed operations.
- Automobile insurance with coverage for bodily injury and property damage and with limits not less than minimum of \$1,000,000 per occurrence.
- Workers' Compensation insurance meeting Oregon statutory requirements including Employer's Liability with limits not less than \$500,000 per accident or disease.

REVISIONS TO THE RFP

OTFS reserves the right to revise, cancel, or reissue the RFP in whole or in part, prior to execution of a contract.

TO APPLY

Please submit proposal materials electronically by 5:00 PM (PDT) on May 1, 2026, to:

Mary Chamness, OTFS Secretary

Marychamness44@hotmail.com

503-566-9914

Questions about this RFP may be directed to:

Dave Bugni, OTFS Chair

dbugni@cascadeaccess.com

503-502-7213

Thank you for your interest.