



Acton Wakefield Watersheds Alliance

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Executive Director Responsibilities:

The Executive Director manages all aspects of operations, programming, development, finances, marketing, and communications to implement and oversee the AWWA mission: “...to protect and restore water quality to maintain the social, economic, and environmental stability in our towns and in the region”; and realizes its vision that “Water quality in the Towns of Wakefield, NH and Acton, ME supports ecosystem health and community wellbeing.”

OUTREACH

- Execute an outreach plan to engage community, municipal, business, school and regional groups in AWWA’s mission to protect water quality.
- Devise and execute strategies to enhance and strengthen external relationships with existing and new financial supporters, community and local organizations, and local residents.
- Be the “face of AWWA” to municipal partners, local organizations, regional cohorts as a compelling spokesperson able to communicate and inspire engagement in the AWWA mission.
- Network with local and regional groups to keep current on advances in water quality science.

DEVELOPMENT

- Ensure AWWA’s income stream supports its budget
- Oversee constituent database management
- Drive fundraising and seek new sources of funding in pursuit of developing new revenue streams
- Research, submit and manage government and foundation grants
- Request financial and in-kind support from municipalities and local organizations
- Prepare and submit required reports to grantors

PROJECT IMPLEMENTATION

- Understand water quality threats, stay current with BMP implementation techniques and plan overview of projects to address the threats
- Work with partners at Maine DEP, NHDES, UNH LLMP, Lake Stewards of ME (VLMP), the towns, and lake associations to ensure consistent, reliable water quality data is collected, analyzed and reported to the target audiences.
- Provide technical assistance to landowners, develop site-specific BMP designs
- Direct and oversee YCC crew leader and crew throughout the 8-week summer Youth Conservation Corps season.
- Identify appropriate implementation projects, align partners, and secure funding
- Oversee all aspects of grant funded implementation projects

ORGANIZATION MANAGEMENT

- Work with AWWA’s Board of Directors to implement Strategic Plan and evaluate success
- Oversee all staff and conduct yearly performance reviews
- Expand and maintain AWWA’s volunteer base, and plan and coordinate engaging volunteer programming
- Develop work plans and track project progress

FINANCE

- Work with Treasurer to develop forward budget
- Prepare budget info for grant applications
- Administer payroll
- Manage bookkeeping and report to Treasurer
- Prepare audit documents as needed

Executive Director Skills:

- Knowledge and interest in watershed management and nonpoint source (NPS) pollution issues, water quality issues, and Best Management Practices to address NPS pollution.
- Leadership skills to work with a diverse set of stakeholders.
- Fundraising and grant proposal development and writing.
- Public speaking, financial, management, and supervision skills.
- Computer, desktop publishing, and website management skills.
- Self-starter with a strong work ethic.
- Ability to analyze problems, think creatively and readily adapt to the unexpected.

Qualifications:

- Strong written and verbal communication, financial and computer skills (Microsoft Word, Excel, PowerPoint, Publisher, QuickBooks).
- Interest in watershed management issues and outreach techniques, scientific understanding of lake and stream ecology, and stormwater management Best Management Practices.
- Ability to collaboratively and build relationships with diverse stakeholders (municipalities, local stewardship groups, and private landowners) in the community.
- Ability to inspire, supervise, and manage youth.
- Education and background in business, engineering and/or environmental science with a combination of 10 years of education and/or work experience.
- Applicant must have a valid driver's license.
- This position includes field work requiring lifting up to 25 pounds, travel to field sites and meetings, and occasional evening and weekend work.

Preferred Candidates will have

- experience with fundraising including grant proposal development and writing.
- familiarity with the AWWA region (Wakefield NH and Acton ME).
- competence with employment and non-profit 501(C)(3) rules.

Salary and Benefits

Salary will be commensurate with experience.

Benefits include paid vacation and holidays, and health insurance contribution

How to Apply

Qualified individuals should send a cover letter, resume and contact info for at least three references to lindaschier@AWwatersheds.org by February 28, 2019. Please use "AWWA Director Position" as the email subject.

The Acton Wakefield Watersheds Alliance is an Equal Opportunity/Affirmative Action Employer based in Union, NH.