



Alpine Watershed Group

Protecting the Headwaters of the California Alps

JOB ANNOUNCEMENT

February 16, 2018

Title: Executive Director
Job Status: 30 hours/ week, exempt; potential for full time in future
Location: The job is based at the AWG office in Woodfords, California

Overview

The Alpine Watershed Group (AWG) mission is to preserve and enhance the natural system functions of Alpine County's watersheds for future generations. The Alpine Watershed Group's provides leadership and facilitates collaboration among diverse stakeholders from throughout the watershed to identify and implement monitoring, assessment and restoration needs. AWG engages volunteers as stewards through water monitoring and watershed restoration activities. Alpine County provides an ideal rural setting for watershed stewardship and preservation, located at the headwaters of five major rivers of California and Nevada. In close proximity to Lake Tahoe and the Carson Valley, the region offers a beautiful place to work and live.

Position Description

The Executive Director (ED) is responsible for strategic planning, organizational development, financial management, fundraising, staff supervision and program operations. The ED currently supervises three staff members and one contractor and reports to the Board of Directors.

Responsibilities

Organizational Management

- Responsible for overall leadership of staff in the development and implementation of all programs, projects and events
- Develops and implements strategic plans, in partnership with the Board of Directors, that meet AWG's mission and goals
- Plans and coordinates monthly board meetings and bi-monthly stakeholder meetings including development of meeting agenda and meeting materials in collaboration with Board Chairman
- Manages all grants with assistance from staff, including reporting, invoicing, work plan implementation, budget tracking and grant manager communications
- Oversees all human resource functions including the staff/ contractor hiring and supervision and, in collaboration with the Board of Directors, development of personnel policies and procedures

Finance & Fundraising

- Responsible for the financial management of the organization, including the development and implementation of the annual budget, with guidance from the Finance Committee and Board of Directors

- Maintains fiscal tracking system and oversees the development of all necessary financial reports in partnership with bookkeeper
- Manages all fund development activities, including grant writing, donations and events, in order to ensure stable financial status and meet long-term financial needs
- Oversees and cultivates an unrestricted giving program including individual donations and business sponsorships

Public Relations/Communications

- Develops creative strategies to expand public awareness and ensure effective internal and external group communications (members, stakeholders, and partners)
- Oversees the development of strong working relationships with community partners and the promotion of regional/statewide coordination
- Directs and develops organizational and project-specific publicity activities such as outreach events and press releases

Qualifications

- Bachelor's degree; natural resource science/ management or related field preferred
- Minimum 2 years of experience in organizational management and administration, nonprofit desired
- Proven ability to administer multiple programs and grants simultaneously
- Strong fundraising and financial management skills, including budget administration and oversight, grant development and management, small and large donor cultivation
- Proven track record of developing successful partnerships and facilitating discussions with diverse stakeholder groups
- Strong organizational skills, excellent verbal and written communication skills, computer literacy, office administration

Compensation

Salary commensurate with experience. Benefits include paid time off, sick leave and 11 holidays.

Application

Submit resume, cover letter and one professional writing sample (grant proposal, annual report, data summary, newsletter, etc) to alpinewatershed@gmail.com. **Open until filled. Target start date: May 1, 2018.**