



## EXECUTIVE DIRECTOR

Musconetcong Watershed Association (MWA), Asbury, NJ

Reports to: MWA Board of Directors

### **ABOUT THE MWA**

We are a nonprofit organization celebrating our 30<sup>th</sup> year of protecting and improving the quality of the Musconetcong River and its watershed, including its natural and cultural resources. This watershed has been a site for human civilization for the last 13,000 years. We are aware of the importance of protecting and advocating for the historic and cultural resources that have defined the human experience in the region.

MWA members are part of a network of individuals, families and organizations that care about the Musconetcong River and its watershed and are dedicated to improving the watershed resources through public education and awareness programs, river water quality monitoring, promotion of sustainable land management practices, river restoration including dam removal and community involvement.

We believe that a community that is fully aware of the importance and vulnerability of its natural resources is a community that will actively support efforts to ensure environmental quality. We carry out our mission through grassroots activities including educational programs in local schools, municipal government outreach, workshops and seminars for the public, stream cleanups and outdoor educational programs.

### **CANDIDATE PROFILE**

The Executive Director leads the execution of MWA's mission and is responsible for all business operations of the organization. The candidate has executive authority for program development and implementation, fundraising, communications, staff supervision, member relations, and finance. The strong candidate has prior non-profit experience and will excel in managing staff, forming meaningful partnerships with external stakeholders (funders, members, community) and increasing development (fund-raising, membership). Collaborative relationship building is critical to success. The candidate will be strong in strategic thinking and execution, have a firm grasp of environmental science and some knowledge of river restoration, water quality issues and environmental policy, and have a high degree of comfort with

nonprofit financial accounting including grant management. The successful individual will also excel at managing multiple, competing priorities.

## **RESPONSIBILITIES**

### *ADMINISTRATION & LEADERSHIP:*

- Supervise a team of nine direct reports. Maintain an inclusive office environment conforming to the organization's policies and ability to draft, present and enforce new policies.
- Oversee staff day-to-day operations of MWA, including resource allocation, building and grounds, information technology, human resources, public inquiries, and volunteer opportunities.
- Develop annual operational budgets and workplans with assistance of staff, Board of Directors and the Finance Committee. Work with bookkeeper on day-to-day processing of financial transactions and work with the board treasurer and external accountants on annual 501(c)(3) tax return filing.
- Coordinate the annual audit with independent auditors, including providing requested support, information, and response to inquiries to ensure a smooth audit process.
- Work with the Board on strategic planning. Translate and execute the strategy to annual goals and objectives for staff, including annual performance reviews. Monitor the organization's performance and achievement of goals and strategic plan.
- Attend monthly Board and applicable committee meetings and keep Board of Directors fully informed on matters that may impact the success of the organization through the presentation of an Executive Director report.
- Hire, supervise, develop, and evaluate staff in the performance of their assigned duties.

### *WATERSHED PROTECTION AND RESTORATION:*

- Work with staff, board members, and volunteers to facilitate the implementation river restoration projects and ongoing water quality programs.
- Take direct responsibility for managing select projects as needed.
- Maintain a working knowledge of significant developments and trends in watershed protection and restoration.
- Understand and support our reliance on science-based watershed management practices to drive our policies and engagement with the community that benefits from our work.

### *FUNDRAISING:*

- Actively engage volunteers, board members and event committees. Develop and execute plans to recruit and expand the membership base.
- Serve as a primary fundraiser, working closely with the Board Development Committee and the Grants Director to attract new funding sources and increase revenue.

### *COMMUNICATIONS:*

- Represent the MWA at meetings, conferences, and community or partner presentations.

- Develop collaborative relationships with local, regional, and state conservation agencies and organizations.
- Communicate effectively with board members, staff, volunteers, and donors.
- Assist with the preparation and submission of grant applications.

#### **REQUIREMENTS/QUALIFICATIONS**

- Bachelor of Science degree or higher, environmental science focus
- Experience with management of a non-profit organization, working with a Board of Directors, or managing a large multi-faceted project
- Demonstration of a strong personal interest in, and commitment to, the conservation of land and natural resources
- 5 years supervisory experience, with experience mentoring and developing staff
- Ability to relate effectively to diverse audiences from local farmers to trustees to elected officials.
- Self-starter with drive for achieving results and improving water quality of our watershed.
- Attention to detail, deadlines, time management.
- Strong written and verbal communication skills.
- Proficiency with computer applications, donor development databases, data storage and record-keeping, and public presentations.
- Proficiency working in Microsoft excel, PowerPoint, Word and QuickBooks.
- Demonstrated success in fundraising or marketing/sales with particular experience desired in major gift fundraising and securing and managing public and private grants.

#### **WORKING CONDITIONS**

Duties are performed primarily in the office, but also in the field on occasion. Travel is required to various locations in the region for meetings, conferences, speaking engagements, or site visits at conservation properties. Some evening and weekend events will be required.

#### **CLASSIFICATION SALARY AND BENEFITS**

- Full-time (37.5 hours/week)
- Weekend/evening work is a necessary part of this job but can largely be planned for.
- Health insurance benefits
- The use of a personal vehicle is also required from time to time but reimbursed in accordance with IR-2021-251.
- 20 days/year of paid leave (vacation + sick days), plus holidays
- Opportunity to conduct some work remotely as appropriate
- Support for training and development

To apply for this position, submit your cover letter, resume and salary requirements to [recruiting.mwa@gmail.com](mailto:recruiting.mwa@gmail.com).