



Job Title

Executive Director, Sewickley Creek Watershed Association

Reports To

Board of Directors, with the primary point of contact being the Board President and the officers

Job Location

Greensburg, PA

Job Summary

The Executive Director is the chief executive staff person of the organization.

The primary duties of the Executive Director are to:

- Manage the day-to-day operations of the organization;
- Help advance the organization by providing strategic leadership in key organizational areas, including: organizational advancement, fundraising, public awareness/outreach, membership retention and acquisition.
- Interact with the watershed partners (WPs) and coordinate activities as needed and to identify WPs ;
- Plan, fundraise, and construct, in partnership with the WPs, rehabilitation projects and upgrades as periodically needed to maintain the quality and quantity of water in Sewickley Creek and it's tributaries
- Perform duties related to property management;

Duties and Responsibilities

Organizational Advancement

- In conjunction with the Board of Directors and under the guidance of a strategic plan, set the organization's annual goals and evaluate the organization's progress.

Revenue Strategy/Fundraising

- In conjunction with the Board of Directors, develop a multi-year budget and fundraising strategy.
- Coordinate the organization's fundraising efforts, identifying fundraising opportunities and pursuing them via grant-writing, personal meetings with donors, event hosting, membership development and other relevant strategies.
- Develop an appropriately detailed and effective electronic donor database.

Public Awareness/Outreach

- Serve as the organization's public spokesperson and build the organization's visibility through such things as speaking engagements and participation various events.

- Advocate for the organization with key external audiences, including government agencies, foundations, elected officials, businesses, like-minded organizations, and the community at large.

Other

- Communicate frequently with the Board on matters of policy and the progress of the organization through presentations at board meetings, work with committees, and interaction with individual board members.
- In conjunction with the Board of Directors, help prepare and regularly track organizational budgets.
- In conjunction with the Executive Committee, assist with preparations for monthly board meetings.
- Help insure compliance with all applicable federal, state, and local laws as well as with the organization's bylaws and policies.

Knowledge, Skills, Abilities

- Strong analytical, reasoning, and organizational-management skills.
- Exceptional written and verbal communication skills.
- Effective interpersonal and leadership skills.
- Skilled speaking and meeting facilitation skills.
- Ability to use computer software, the Internet, cell phone, and other such technologies.
- Ability to drive and to travel occasionally for the Association

Experience and Education

- Familiarity with nonprofit water preservation work; organizational and related initiatives.
- Ability to form solid relationships with WPs based on good communications, cooperative spirit, and helpfulness;
- Experience in a business leadership role, with nonprofit experience preferred.
- Experience in working with nonprofit Boards of Directors
- Successful grant writing experience.
- Minimum of a four-year college degree, preferably in business management or administration, environmental sciences, or a related field.
- Two years' related work experience.