**June 17, 2021**

**Hoosic River Watershed Association**

**Job Description**

**Executive Director**

The Hoosic River Watershed Association (HooRWA) is a not-for- profit watershed group that champions the restoration, conservation, habitat restoration and enjoyment of the Hoosic River watershed through education, research, and advocacy. Under guidance from the Board of Directors, the Executive Director (ED) performs many varied tasks and manages the substance for HooRWA, an environmental organization (of 34+ years) serving the three-state (720 sq. mile) watershed area of Massachusetts, Vermont, and New York. The ED oversees nearly all the operations of HooRWA, supervising contractors and reports to the President of the HooRWA Board of Directors. HooRWA works best when it collaborates with government agencies, other NGOs, area colleges and schools to carry out its mission. Visit our website at: **hoorwa.org** for more about our organization.

The Hoosic River Watershed Association is seeking to fill the position of: Executive Director.

The position is appropriate for someone with previous relevant professional post-college experience, with a pay range of $28 to $30 per hour, depending on experience. The time commitment is 20 +/- hours per week, flexible days, flexible daily hours, 52 weeks per year. The HooRWA office is located at: 906 Main Street, Williamstown, MA.

**APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter detailing how your experience is relevant to this position: Hoosic River Watershed Association, c/o A. Kawczak, P.O. Box 667, Williamstown, MA 01267 or via email to: akawczak@yahoo.com. Review of applications will continue until the position is filled. It is anticipated the new Executive Director will begin work by/near October 1, 2021 -- to allow for valued cross-training by the retiring Executive Director.

**Responsibilities**

**Administration:**

* In consultation with the Board of Directors, develops an annual Work Plan.
* Prepares and manages an annual budget - in consultation with the Treasurer - to oversee all financial operations.
* Manages the day-to-day and longer-term operations of the organization to achieve the goals of the organization and the specific actions described in the annual work plan.
* Organizes and attends monthly meetings of the Board along with transmitting an Executive Director’s Report (narrative) for each meeting.
* With Treasurer’s guidance, prepares financial transactions including: daily/weekly cash receipts, bank deposits, paying invoices, bi-weekly payroll, bi-weekly tax deposits, Quarterly payroll tax returns, and monthly financial statements.
* Facilitates the work of the Board through training, assisting in setting the direction for committee activities, and working with Board members individually and in groups to accomplish the goals of the organization.
* Be/Is proficient or willing to learn the use of QuickBooks and MS Office products
* Assists Secretary to help document minutes of meetings.
* Supports fund raising committee by taking notes, follows-up on tasks, prepares an annual fund raising calendar, sends out thank you letters and records funding gifts.
* Develops annual/periodic mailings for memberships, major donor requests and business donor requests.
* Develops and oversees the production of four newsletters each year.
* Oversees the maintenance of the HooRWA Website and has working knowledge of social media platforms.

**Proposal Writing and Grant Administration**

* Seeks-out funding sources congruent with HooRWA’s mission.
* Raises operating funds through Grant proposals.
* Executes the terms of Grants or foundation funds received.

**Supervision**

* Supervises temporary and contract employees.
* Supervises individuals who may be hired (periodically) to execute Grants or similar funding.
* Recruits, trains, coordinates and manages volunteers.

**Community Outreach**

* Serves as the primary contact internally and externally for HooRWA, promoting the mission, initiatives and programs of HooRWA at community meetings and public forums.
* Creates opportunities to get the public to the river’s edge to sample its ecological value (e.g., boating, fishing, hiking, nature walks, water sampling).
* Performs external communications/awareness through the use of periodic email “blasts”.
* Generates and manages press releases.
* Manages events and actively engage with the community.
* Explores and expand partnerships in the: environmental, community and town official arena.
* Seeks-out and promotes improvement projects throughout the watershed.
* Performs periodic stream water sampling.

**Delegation**

* Because of HooRWA’s small size, the Executive Director is expected to keep in close contact with the Board and when needed, to request assistance.

**Exhibits these characteristics**

* Excellent organizational and public speaking skills.
* Knowledge of watershed issues.
* Commitment to strengthening partnerships across the watershed.
* Ability to juggle multiple tasks and timing.
* Supports equity and diversity in and around the functions of HooRWA activities and in the workplace.