

## **Wentworth Watershed Association Seeks Executive Director**

The Wentworth Watershed Association is seeking a part-time executive director to work an average of 32 hours per week at its Wolfeboro office. The executive director provides leadership, planning, and management of activities carrying out the Association's mission of environmental protection and education.

The job requires creativity and a hands-on approach to the management of finances, program development and implementation, resource development, delivery of member services, oversight of communications, and board development.

The organization is also staffed by a part-time Office Manager who reports to the Executive Director.

Qualified applicants should email a resume and cover letter to [president@wentworthwatershed.org](mailto:president@wentworthwatershed.org) by close of business on October 6. The hiring process is expected to take place between October and December, with the selected candidate beginning work after the new year.

A full description of the position and requirements follows.

### **Executive Director Position Description**

The Executive Director provides leadership, planning, and management of activities carrying out the Wentworth Watershed Association's mission. This involves a hands-on approach to the management of finances, program development and implementation, resource development, delivery of member services, oversight of communications, and board development.

The Executive Director assumes a leadership role in developing partnerships with businesses, government officials, other nonprofits, and supporters. The Executive Director works with the Board of Trustees and board committees to establish the Association's vision, policies, strategic focus, priorities, and the general scope of programs that the Association will deliver.

The Executive Director reports to the Executive Committee of the Board of Trustees.

### **Programming**

The Executive Director is responsible for:

- Developing with the Board of Trustees, on a yearly basis, a work plan for the board to carry forward the strategic plans of the Association.
- Overseeing the implementation of follow-up grants and projects related to the Lake Wentworth-Crescent Lake Watershed Management Plan.

- Overseeing implementation of other board-approved programs and projects.
- Soliciting and managing volunteers for Association programs.
- Developing and implementing plans to sustain and increase membership.
- Seeking partnership opportunities with municipal and state officials and agencies, as well as non-governmental groups and organizations, to support the mission of the Association.

## **Outreach**

The Executive Director will engage in outreach activities that create positive exposure for the Association, including:

- Maintaining relations with local media, encouraging coverage of Association activities and events, and writing and distributing press releases on Association successes and events.
- Overseeing the updating and maintenance of the Association web site.
- Overseeing the publication of a membership newsletter by providing material as well as soliciting and editing articles written by trustees and volunteers.

## **Budget/Fundraising**

The Executive Director's budget and fundraising responsibilities include:

- Developing, with the Executive Committee, an annual budget and fundraising plan for submission to the Board of Trustees.
- Supporting the trustees in identifying, soliciting, and maintaining high-value donors.
- Identifying and pursuing appropriate grant opportunities and producing required reports to funding sources.
- Monitoring expenditures and income.
- Preparing special appeals for projects as needed.
- Overseeing the annual and year-end appeals, as well as special appeals.

## **Organizational Support**

The Executive Director is responsible for:

- Preparing materials and agendas for trustee meetings.
- Attending trustee meetings and providing progress reports on activities, projects, and work plans.
- Maintaining electronic and paper files relating to the business of the Association.
- Overseeing maintenance of the membership database.

## **Qualifications**

The following skills and experience are highly valued:

- A bachelor's degree in environmental science, water resources, environmental education, nonprofit management, public policy, or a related field.
- Experience with budgeting and/or financial management.
- Experience with fundraising/grant writing.
- Strong communications skills, both oral and written.
- Three years or more of professional experience in a nonprofit setting, preferably one with an environmental mission.
- Experience working with a board of directors.
- Familiarity with environmental issues in the state of New Hampshire.
- Solid computer skills.

*September 2017*