

## Executive Director (ED) Job Description



Full time, year round

2518 US Rt. 202, Winthrop, ME

**Organization Overview:** The Friends of the Cobbossee Watershed (“Friends”) is a 501(c)3 non-profit environmental organization in central Maine, with a mission to “Protect the lakes, ponds, and streams of the Cobbossee Watershed through community engagement, conservation, and education.” Since being incorporated in 2001, the Friends has received significant local, regional, and national recognition for its innovative approaches to education, outreach, and constituency building.

**Position Overview:** The Friends is currently seeking a motivated, inspirational, and proven leader, with a strong background in a natural science field (ecology, biology, environmental science) as well as a proven track record in fundraising and development. The successful candidate will have a minimum of a bachelor’s degree, and at least 5 years’ experience in organizational leadership and development-related roles. The Friends Executive Director reports to the Board of Directors, and is primarily responsible for oversight of development, marketing, fiscal management, human resources, and administrative efforts, as detailed below. The Executive Director is expected to uphold the mission of Friends of the Cobbossee Watershed throughout all aspects of the position—by maintaining positive relationships with the community, board members, employees (3 to 5 year-round staff and 40+ summer staff), and volunteers, and professionally representing the organization in the public eye.

## **Executive Director Responsibilities:**

### **Mission**

- Is familiar with the basic science and ecology of Maine watersheds, including but not limited to invasive aquatic species, water quality, non-point source pollution, etc.
- Ensures the organization meets programmatic mission and grant obligations throughout the year.
- Leads by example; guiding and enabling self-motivated staff members to meet their goals, and mentoring seasonal staff as necessary.
- Implements relationships with stakeholders, individuals, businesses, and community partners to further the mission of the Friends.
- Provides leadership and oversight in managing existing programs as well as in implementing new relevant programs for the Friends within the capabilities of staff and resources.

### **Financial and Fundraising**

- Oversees fundraising strategy development, implementation, and management, including developing strategies to increase financial resources to achieve short and long-term development goals.
- Develops and manages annual budgets for the organization, including income, (donations, grants, membership fees, event management, etc.), and expenses, (education programs, courtesy boat inspections, invasive plant surveys, etc.). Works with the Treasurer and Executive Committee to assess ongoing adherence to the budget and reports variances as they occur.
- Develops and maintains relationships with donors and sponsors.
- Pursues new grant opportunities to help meet the financial needs of the organization, writes proposals, and meets with funding representatives as needed.
- Oversees large-scale fundraising efforts with board assistance, ie. annual Friends on the 4th 5k footrace, annual Celebration fundraiser, etc.

## **Communications**

- Represents the Friends throughout the community and state, maintaining high standards of respect, scientific accuracy, and commitment to the health of our lakes in addition to the needs of our stakeholders.
- Maintains and fosters a healthy workspace for staff, with an emphasis on open communication and team building.
- Has a proven ability to communicate orally and in writing.
- Works with marketing staff member to produce timely and informative newsletters for members, detailing efforts in our conservation work, education work, etc.
- Maintains a relationship with the Board of Directors, determining mutually agreed upon expectations and goals.
- Prepares and distributes physical and electronic copies of Year End Reports, Annual Appeals, and other marketing materials.
- Is enthusiastic about the mission of the Friends at all levels.

## **Administration & Management**

- Actively engages in complex fiscal management through hands-on budgetary development, oversight, and standard accounting practices; routinely reports performance and financial activities to the Board and funding entities.
- Provides executive leadership that is thoughtful, inclusive, transparent, and empowering, in a manner that supports and guides the Friends mission.
- Manages and motivates staff by fostering a professional, collaborative working environment; encourages professional development and safety training; promotes financial and program transparency and accountability amongst staff.
- Provides organizational leadership and manages employees, including recruiting, hiring, negotiating of wages/salaries/benefits, conducting annual performance reviews, and promoting HR practices that support staff morale and professional development.

- Supports staff by being willing to assist with routine tasks; is a clear communicator and is organized; is willing to make changes as necessary; fosters staff equity and reasonable workloads.
- Oversees management of Quickbooks and Little Green Light, and the maintenance and continual updating of marketing and development platforms (including the website, mail and email databases, donations platforms, etc.).
- Collaborates with Bookkeeper and Accountant to prepare annual financial summaries for Board Meetings and other audits.
- Collaborates with the Board Treasurer to prepare annual budgets for Board approval, and ensures organizational adherence to proposed budgets.

### **Board Responsibilities**

- Reports the Friends budgets, goals, struggles, successes, needs for assistance etc. to the Board of Directors.
- Manages individual relationships and rapport with Board members.
- Attends board meetings.
- Communicates key indicators with the board and staff in order to make timely and educated decisions in Friends matters.
- Suggests potential board members who will diversify board expertise and best represent the needs of the entire watershed.

### **Minimum Qualifications:**

- Proven background and/or degree in a related science field (ecology, biology, environmental science, limnology, etc.).
- Strong leadership and collaboration skills, including an entrepreneurial spirit, attention to detail, problem-solving and operational logistics skills, and a high level of motivation.
- A minimum of 5 years of organizational management, leadership, and development experience, preferably in the non-profit sector.

- Experience positively managing staff, volunteers, board members, and business partnerships.
- Extensive successful fundraising experience including but not limited to, grant writing, fundraising, donor relations, event planning, acquiring sponsorships, etc. Working knowledge of Little Green Light is useful in performing fundraising tasks.
- A passion for Maine lakes, especially those within the Cobbossee Watershed.
- Proven experience in fiscal management, forming and tracking budgets. Ability to interpret, explain, and troubleshoot Friends' financial reports including Profit & Loss Statements, and Balance Sheets.
- An understanding of the Friends' chart of accounts, revenue tracking, and general knowledge of Quickbooks.
- Experience with Microsoft and Google suites, Zoom, etc.
- Exceptional interpersonal and people skills, community leader. Adept at communicating and connecting with a diverse populace.

### **Application Materials**

- Cover Letter
- Resumé
- Professional writing sample
- References (upon request)
- Please come prepared to discuss organizational budgets, and provide an example/sample of your current organization's budget process

**To Apply:** Send application materials to the Friends at [search@watershedfriends.com](mailto:search@watershedfriends.com), or to P.O. Box 206, East Winthrop, ME 04343. Applications will be accepted until March 29th, initial interviews will take place on April 5th, 6th, and 7th.