

EXECUTIVE DIRECTOR

Musconetcong Watershed Association (MWA), Asbury, NJ

Reports to: MWA Board of Directors

Classification: Full-time, exempt, benefits-eligible. Weekend/evening work is a necessary part of this job but can largely be planned for. As such, there is flexibility to balance the hours worked. The use of a personal vehicle is also required, but reimbursed.

ABOUT THE MWA

We are a 27-year old non-profit organization dedicated to protecting and improving the quality of the Musconetcong River and its watershed, including its natural and cultural resources. 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 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

Executive Director leads the execution of MWA's mission and is responsible for all business operations of the organization. S/he 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. S/he will be strong in strategic thinking and execution, have a firm grasp of environmental science and some knowledge of environmental policy, and have a high degree of comfort with nonprofit financial accounting. The successful individual will also excel at managing multiple, competing priorities.

RESPONSIBILITIES

1. Supervise a team of six direct reports. Maintain an inclusive office environment conforming to the organization's policies.
2. Oversee and coordinate the day-to-day operations of MWA, including resource allocation, building & grounds, information technology, human resources, public inquiries, and volunteer opportunities.
3. Ensure optimum resource utilization so the organization operates within its budget. Support day-to-day finance and accounting activities.

4. Work with the Board on strategic planning. Translate & execute the strategy to annual goals and objectives for staff. Monitor the organization's performance.
5. Actively engage and energize volunteers, board members and event committees. Develop and execute plans to recruit and expand the membership base.
6. Serve as a primary fundraiser, working closely with the Board Development Committee and the Grants leader, to attract new funding sources and increase revenue.
7. Provide leadership in developing program, organizational and financial plans with the Board of Trustees and staff, and carry out plans and policies authorized by the Board.
8. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
9. Maintain a working knowledge of significant developments and trends in watershed protection.
10. Attend monthly Board meetings and keep Board of Directors fully informed on matters that affect the success of the organization. Ensure board committees have appropriate staff support.

REQUIREMENTS/QUALIFICATIONS

1. Bachelor of Science degree or higher, environmental science preferred
2. 5 years supervisory experience
3. Previous nonprofit experience
4. Passion for environmental protection and demonstrated results. Preference given for water/river management experience.
5. Ability to relate effectively to diverse audiences (from local farmers to trustees to elected officials) to achieve
 - a. management and growth of volunteer/member involvement
 - b. alignment of top community leaders with the organization's mission
6. Business acumen
7. Ability to self-direct, strong project management skills
8. Attention to detail, deadlines, time management

To apply for this position, submit your cover letter, resume and salary requirements to recruiting.mwa@gmail.com.