



Position Announcement: Executive Director

The Nanticoke Watershed Alliance (NWA), a nonprofit organization dedicated to protecting the resources of the Nanticoke River, seeks a highly qualified and motivated person to play a leadership role in developing and implementing the programs and initiatives of the NWA. The Executive Director (ED) oversees all aspects of nonprofit management, including staff supervision, financial administration, fundraising, board communication, partner organization relationship building, and more.

About the Alliance

Created in 1992, the Nanticoke Watershed Alliance is a consortium of organizations working together to conserve the natural, cultural, and recreational resources of the Nanticoke River watershed. The mission, goals, and objectives of the NWA are developed by consensus with our partnership. Partners include organizations and businesses based in Maryland and Delaware that represent agriculture, industry, environment, business, community, local, state, and federal government organizations. NWA's core values are collaboration, communication, conservation, scientific integrity, and education. The NWA office is located in Vienna, MD, on Maryland's Eastern Shore, where a full-time staff of three plus seasonal interns administer a \$300,000 annual operating budget in service to the organization's mission.

Current programs and initiatives include the following:

- Bi-state award winning, EPA-approved Nanticoke Creekwatchers Citizen Water Monitoring Program. Nearly 40 volunteers monitor 36 sites throughout the Nanticoke River watershed annually for nutrients, bacteria, and other water quality indicators.
- Student and teacher environmental education in Wicomico County, Maryland and Sussex County, Delaware. NWA currently educates over 1,000 7th grade students on watersheds and water quality.
- Cambridge Clean Water Advisory Committee, which is a consortium of organizations dedicated to facilitating water quality improvements in the City of Cambridge, Maryland. Efforts include the Residential Stewardship Initiative that provides homeowner outreach and conservation funding.
- Agricultural Outreach and Restoration partnership to provide technical support and project designs to farmers throughout the watershed, with future goals of securing installation funding.
- Homeowner outreach to educate watershed stewards in conservation practices. These workshops are held throughout watershed towns and often serve employees of a partnership organization, such as Perdue Farms, Inc. Other community outreach includes local festivals and more.
- See www.nanticokeriver.org and www.facebook.com/NanticokeRiver for more information.

Executive Director Job Description

The Executive Director is a confident, motivated, strategic thinker with significant experience in nonprofit management, fundraising and development, and water quality initiatives. The Executive Director provides leadership in developing and implementing the goals of the Nanticoke Watershed Alliance, while supervising a small, but dedicated and dynamic team, managing a multi-faceted financial structure, delivering an aggressive fundraising plan, communicating with the Board of Directors, and sustaining relationships with Partners in Conservation. He/she is responsible for maintaining a non-partisan atmosphere of collaboration that respects the diverse viewpoints of the NWA's Partners in Conservation that work together to support and maintain the health and vitality of the Nanticoke River watershed.

Responsibilities of the Executive Director

- Develop and implement the organization's strategic plan, programmatic plans, and annual work plans of staff, in cooperation with the Board and staff.
- Supervise and manage a team of two full-time staff members and additional seasonal interns.
- Implement the annual fundraising plan, including individual appeals, major donor solicitations, corporate giving, partner appeals, special events, and more.
- Oversee all aspects of financial management, including administration of a \$300,000 budget, utilization of Quickbooks budgeting software, and board updates.
- Coordinate efforts with a twelve-member Board of Directors, including facilitating bi-monthly board meetings and quarterly committee meetings.
- Manage grant budgets and reporting requirements and submit winning grant applications.
- Maintain and revitalize relationships with the Alliance's Partners in Conservation, organize and facilitate bi-annual watershed-wide partner meetings, and cultivate new partnerships.

Skills & Qualifications:

- A Bachelor's Degree in natural resource management, environmental science, or related field required. A Master's Degree is preferred.
- At least seven years of experience in water quality restoration, watershed management, fundraising and development, non-profit management, or related field.
- Fundraising and development experience, including donor cultivation and special event delivery.
- Program administration and grant writing and management experience.
- Excellent personnel management skills, including the ability to work with Board members with diverse backgrounds, and significant experience directing, supervising, and motivating staff.
- Financial management, budgeting, and knowledge of Quickbooks is strongly desired.
- Prior experience with water quality monitoring programs and community outreach is preferred.
- Required characteristics include:
 - Excellent leadership and management abilities, creativity, and a passion for the work.
 - Outstanding interpersonal skills and ability to work with diverse personalities.
 - Exceptional verbal and written communication.
 - Strong organizational skills and attention to detail.
- Strong computer literacy in MS Office (Word, Excel, Power Point, Publisher)
- Candidates with direct non-profit management and fundraising experience are particularly encouraged to apply.

Location: The position is located in the Nanticoke Watershed Alliance office in Vienna, Maryland. One weekly telecommuting day may be available.

Salary: \$45,000- \$65,000 commensurate with skills and experience, and an excellent benefits package are included. Professional development opportunities are available.

To Apply:

Please e-mail a cover letter, resume, and contact information for three references prior to January 31, 2017 to Shelly Baird at shellybaird@nanticokeriver.org.

The Nanticoke Watershed Alliance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age or disability in accordance with applicable federal, state and local laws.