

The Friends of the Chemung River Watershed (“FCRW”) Executive Director Job Description

Job Summary:

Position Title: Executive Director

Reports to: Board of Directors

FLSA Status: Exempt; Full-time, 40 hours/week.

Employment Status: At-Will. Also, the Board of Directors may assign or reassign duties and responsibilities to this job at any time.

Salary Range: \$45,000-\$65,000/year, payable bi-weekly

Overview:

The Friends of the Chemung River Watershed, Inc. (“FCRW”) is a 501(c) 3 non-profit organization dedicated to protecting and promoting the Chemung River, its tributaries, and riverside trails in Steuben and Chemung counties in New York and Bradford County in Pennsylvania. The mission of the FCRW is to protect the Chemung River Watershed while promoting the responsible recreational enjoyment of its waterways and riverbanks. Our vision is a world where the natural beauty and health of the river’s ecosystem is valued and maintained by students, the community, and the regional policy makers; and where the public enjoys regular outdoor recreation on the river and riverside trails supported by local infrastructure and regional business. The Executive Director will be responsible for management, financial development, and operational oversight of the organization under the direction of the board of directors in a manner consistent with the organization’s mission, vision, values, and strategic goals.

Required Qualifications:

- Bachelor’s degree +2-years’ experience in nonprofit management or fundraising (or)
- HS Diploma or GED +5-years’ experience nonprofit management or fundraising
- Microsoft Office Suite Proficient, and ability new learn new software applications required

Executive Director Duties and Responsibilities:

- Identify and create strategic communication and fundraising campaigns that support FCRW’s policies, priorities, and mission.
- Create and execute Annual Fundraising campaign, including sending quarterly appeals/stewardship letters, developing and obtaining grants (with approval from the board president) and reports (manage budgets, and meet all deliverables), and develop and maintain relationships with donors and corporate/municipal sponsors. Manage donor database, email marketing software, and online donation platform (Network for Good) with assistance from volunteer board member (or future direct reports).
- Strengthen and promote FCRW’s brand to bring attention to our work and gain influence with funding sources and decision makers.
- Maintain financial reports and bank accounts. Work with board treasurer and bookkeeper to complete and pay worker’s compensation, and manage all required non-profit state and federal reports. Provide monthly financial reports to the board, and prepare the annual budget and the annual report.

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- Coordinate all marketing and communications, including but not limited to quarterly newsletters, monthly email blasts, environmental blog, and social media accounts (FB, IG, LinkedIn, and Linktree). Coordinate content development and manage website with assistance from the contracted webmaster. Recruit, train, and manage marketing interns.
- Develop and lead outdoor recreational, educational, and conservation programs and events on behalf of the FCRW on the rivers and riverside trails.
- Work with board members and volunteers to do community outreach/feedback about FCRW at health, environmental, and water safety events.
- Communicate and advocate with elected officials and policy makers regarding laws, programs, and changes that affect the river and our mission. Participate in community forums and committees concerning river planning, protection, and development. Attend selected local government meetings, and planning sessions regarding river issues. Work with elected officials and policy makers to promote our mission and our rivers. Work with Upper Susquehanna Coalition, Clean Water Coalition, and Environmental Management Council, and other river protection organizations to meet our mission and vision.
- Be the eyes and ears on the rivers and riverside trails. Visit river access sites, boat launches, and trails regularly, and assess needs for improvements. Seek same feedback during public events, environmental fairs, and other programs involving the environment and outdoor recreation. Make officials aware of damages, problems or safety issues on rivers, trails, and at river access sites or boat launches.
- Develop and lead litter and illegal dumping cleanups at boat launches and riverside trails. Maintain and monitor trail cameras at three of the boat launches. Work with regional law enforcement to reduce dumping, and other illegal and unsafe activities at river access sites or boat launches.
- Recruit, maintain, train, and use volunteers for FCRW projects and programs (including individual volunteers, community groups, students, and eagle scouts).
- Recruit and train new Board members and Advisors, and assist in management of the board with the Board president. Serve as non-voting member on Board of Directors, and ex-officio on all Board and Advisory committees to FCRW.
- Use regional news media, social media, and other promotional outlets (including physical materials) to promote and educate the public about FCRW’s programs and events, fundraising, and river related issues. Serve as voice and face of the organization, and speak to the media when called upon.
- Provide technical assistance, guidance, and support to organizations, municipalities, and individuals working to improve our waterways.
- Manage and maintain the office, and related equipment and supplies, as well as the stock and equipment used in the activities of the FCRW.
- Other duties as assigned.

Schedule:

Due to nature of the position, regular business hours are required. Additional events, programs, and committee work may require some nights and weekend hours. Schedule may be “flexed” to accommodate for an increase in work hours, as long as goals and objectives of organization are being

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met. This flexibility will be at the discretion of the executive director, but should be approved by the Board president in advance.

Benefits:

Paid holidays of 14-days throughout the year around federal and specified national holidays. Two-weeks paid vacation within first year of employment (increasing to four weeks at tenth year of employment). One sick day per month will be granted, and can be accumulated up to a maximum of 30 days.

Purchases:

Purchases made by the executive director for the benefit of the FCRW will be reimbursed by FCRW.

Additional Requirements:

Possession of a valid driver’s license at the time of appointment and throughout the duration of employment.

The executive director must have a dependable vehicle. Miles driven in support of FCRW activities will be reimbursed at the recognized federal reimbursement rate. Mileage driven to and from the office will not be reimbursed.

Office Arrangements:

Work from home is permissible, provided that if the FCRW provides an office, the executive director will maintain a presence in the office during regular business hours (office hours are negotiable). The FCRW’s current office is located at 111 North Main Street, Elmira, NY 14901.

Point of Contact - How to Apply

Send all applications to Board President – Rip Doud (ripdoud@gmail.com). Include resume & cover letter in your application. Applications accepted until the position is filled.