

Savannah RiverKeeper, Inc.

Executive Director - Position Profile

Organizational Summary

Savannah Riverkeeper Mission: To protect the water quality of the Savannah River and the integrity of its watershed, and to promote an enlightened stewardship of this unique heritage.

Savannah RiverKeeper® is a non-profit organization that monitors enforcement of environmental laws, addresses environmental problems, patrols and protects our local waterways, and helps protect the public's right to clean water and fishable and swimmable rivers. Savannah Riverkeeper also coordinates over 150 citizen volunteers who regularly monitor water quality in rivers throughout the Savannah River Basin, and is one of the largest water quality advocate groups in the state. The Savannah Riverkeeper has an annual operating budget of approximately \$100,000. The organization is supported primarily through private funding from individuals, foundations, and corporations.

Current projects include: Savannah Riverkeeper Presentations, Adopt-A-Stream, Adopt-A-Wetland, Lakekeepers, Teenkeepers, Get the Dirt Out, Rae's Creek Coalition, Save Our Coast, Rivers Alive, Paddlefest, Coastal Plain Meander, Mercury Campaign, Water Smart (conservation), Flow Control, NPDES Evaluations, TMDL Analyses, Interbasin Transfer Tracking, River Corridor Land Conservation, Public Education, Legislator Education, and more.

For more information please see: www.savannahriverkeeper.org

Savannah Riverkeeper is licensed by the Waterkeeper Alliance, an international coalition of over 183 organizations worldwide dedicated to protecting our waterways. As the Savannah Riverkeeper, we advocate for compliance with environmental laws, respond to citizens' complaints, identify problems within our geographic area, and help provide solutions to address these problems. The common thread for Waterkeeper programs around the country is employing a full-time person who serves as the Waterkeeper, advocating for local waterways. Waterkeepers are part investigator, part scientist, and part advocate. A staff member serves as the Waterkeeper for the Savannah River Basin (the "Designated Riverkeeper"). Accordingly, the Executive Director will not serve in that capacity, but rather must strategize and work collaboratively with the designated Savannah Riverkeeper.

Waterkeeper Alliance connects and supports local Waterkeeper programs to provide a voice for waterways and their communities worldwide. Waterkeeper Alliance champions clean water and strong communities by supporting and empowering member organizations to protect communities, ecosystems and water quality. Waterkeeper also promotes the Waterkeeper model watershed protection worldwide and advocates for issues common to Waterkeeper programs. Each Waterkeeper program reflects the needs of the waterbody and community it represents. For more information see: www.waterkeeper.org

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POSITION DESCRIPTION

The Executive Director of Savannah Riverkeeper is responsible for overseeing the mission, projects, programs, and day-to-day operations of the organization. The Executive Director is the chief manager and fundraiser for the organization, and s/he is responsible for ensuring that the organization builds programs that advance its mission, secures the resources it needs to succeed, and uses the funds it raises efficiently and effectively. The Executive Director is supervised by the Board of Directors and works in close collaboration with the Board, as well as directs the work of the staff.

The Executive Director should be prepared to lead an established, important, and well respected environmental organization to new levels of reach and impact to protect our local rivers, lakes and streams. S/he should be mindful of implementing these necessary changes, while respecting the established culture of the organization in the midst of this change. S/he should have a proven track record in fundraising and development, cultivating major donors, and ensuring the financial integrity of the organization.

Major Responsibilities

1) Leadership and Management

- ◆ Work with Board to plan, develop, and implement projects that further Savannah Riverkeeper's mission. This will include strategic planning and annual work plans.
- ◆ Serve as chief administrator for the organization.
- ◆ Manage staff to ensure efficient business operations and coordination of programs. As part of this, the E.D. should develop and maintain job descriptions, help staff develop work plans, provide guidance and coaching, and conduct annual evaluations. Handle hiring of staff for positions approved by the Board.
 - ◇ Establish and maintain an effective and harmonious work environment. This includes responsibility for staff relations, efficient office procedures, human resources policies, and opportunities for staff development.
 - ◇ Provide leadership and motivate others (staff, Board, volunteers) in the framework of a team environment.
- ◆ Work with the Board President to develop Board, Executive Committee, and other Board committees as requested to create meeting agendas and provide reports as needed.
- ◆ Participate in annual performance review with the Executive Committee.
- ◆ Orient new Board and staff members on an ongoing basis.

2) Fund Development and Finances

- ◆ Successfully identify grant sources and secure individual, major philanthropic gifts.
- ◆ Collaborate with Board to develop and execute an annual fundraising plan to meet budgetary needs and, over time, build a cash reserve.
- ◆ Work with Board to achieve individual, corporate, foundation, government, and event fundraising goals. Address current and future grant writing and reporting requirements.
- ◆ Work with Board to develop annual budget, monitor finances, and arrange for audit.
- ◆ Ensure that state and federal taxes and reports are filed in a timely fashion.
- ◆ Manage cash flow for the organization, authorize payments of bills and make bank deposits in a timely fashion.

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3) **Community and Public Relations**

- ◆ Work with the staff member serving as the Designated Riverkeeper to ensure that public statements of the Designated Riverkeeper, Executive Director, staff and Board members are consistent with organizational policy and priorities.
 - ◆ Develop mutually beneficial relationships with other regional environmental and community organizations and leaders by gaining their respect and developing opportunities for collaboration.
 - ◆ Encourage scientific investigation of water quality problems to illuminate problem sources.
 - ◆ Promote and model empowerment by engaging Savannah Riverkeeper's grassroots network in environmental concerns.
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Professional Qualities Desired

- ◆ Proven leadership – Ability to lead organizations through growth and challenges
- ◆ Financial management and budgeting experience
- ◆ Demonstrated proficiency in fundraising and donor management
- ◆ Strong motivational and team building skills
- ◆ Excellent communication skills
- ◆ Strategic planning and thinking abilities
- ◆ Excellent interpersonal skills and sensitivity to cultural diversity

Knowledge, Skills, and Abilities

- ◆ Expertise in program planning and budgeting
- ◆ Working knowledge of Microsoft Office Software Suite
- ◆ Demonstrated success in fundraising, including major gifts, planned giving, annual campaigns, direct mail, and special events
- ◆ Ability to recruit, train and successfully involve volunteers in organization activities
- ◆ Expertise in non-profit organization and management
- ◆ Ability to work a flexible 40 – 50 hour week; including nights and Saturdays