



Wood Pawcatuck Watershed Association
Executive Director Job Description (2010)

The primary responsibility of the Executive Director will be to oversee the day to day business operations of the Association with guidance from, and under the supervision of, its Officers and Board of Trustees. The Executive Director is the primary employee of the Association charged with ensuring that all programmatic activities are in line with the organization's mission and completed in a timely and professional manner. These activities include but are not limited to:

- General Administration and Accounting
- Outreach and Advocacy
- Property and Capital Project Management
- Fundraising and Development

Specific duties of the Executive Director include:

1. Working with the Board to develop and set direction, goals, and vision for the Association and its activities.
2. Working with the Board, Officers, Trustees, staff, and volunteers to accomplish activities and thus the goals and mission of the Association.
3. Conducting fund raising programs and grant writing to promote and conduct Association programs, activities and general operational expenses.
4. Designing, promoting, and conducting special events, projects, and programs to promote the conservation, restoration, and protection of watershed resources.
5. Preparation of the Association's annual budget in consultation with the Treasurer and ensuring that the outlined revenue and expense projections are met.
6. Stewardship of endowment and investment accounts.
7. Serve as Editor of the Association's quarterly newsletter "Watersheds", WPWA Annual Report, Guide Books, and brochures.
8. Responsible for member and volunteer retention and recruitment.
9. Serve as the primary spokesperson for the Association, promoting its mission, beliefs and activities.
10. Providing a platform for Public Relations for the Association through press releases, appearances on radio and television programs as an agent of the Association.
11. Ensuring that Committee and Program activities and events are coordinated in a fashion such that they do not conflict with one another and maintaining a master schedule of Association events and activities.
12. Promoting stewardship of the watershed in the general public and with local officials.
13. Providing oversight of the overall maintenance of the Association's properties and primary campus.
14. Directing, developing and/or overseeing all day to day operations of the Association, its staff, volunteers, committees, and programs.

Position Requirements

Education and Training: Minimum B.A. or B.S., with coursework in natural resources, environmental science, land use planning, accounting, and/or business administration.

Computer Skills: Proficient in MS Word, Excel, Access, and Power Point; familiar with GIS and GPS.

Personal Skills: Ability to communicate with and educate the general public, including children and adults; ability to convey scientific information using methods that make it understandable to the average person; ability to be a good ambassador for the watershed; aptitude for written and oral skills.