

ILLINOIS RIVER WATERSHED PARTNERSHIP

Position Description for Executive Director

MISSION STATEMENT: *The mission of IRWP is to improve the integrity of the Illinois River Watershed through public education, community outreach, and implementation of conservation and restoration practices.*

IRWP OVERVIEW: IRWP is a fifteen-year-old non-profit organization that works to conserve and restore the Illinois River Watershed in Northwest Arkansas and Eastern Oklahoma. The Board of Directors is composed of six stakeholder groups that are tasked with finding consensus-based solutions to fulfill the organization's mission. The organization currently includes six full-time-equivalent staff, over \$3M in program funding, and a 30-acre Watershed Sanctuary which serves as an outdoor classroom, office, and event space.

EXECUTIVE DIRECTOR POSITION OVERVIEW: IRWP's Executive Director provides leadership to fulfill the organization's mission and successfully execute its strategic plan. The position is charged with overseeing the day-to-day operations of IRWP, as well as responsible for developing and implementing annual and long-term strategic plans to strengthen the organization's ability to have a positive impact. Responsibilities include program and organizational development, fundraising, public relations, staff management, and financial management.

POSITION OBJECTIVES:

Board of Directors Engagement: Provide support, assistance, and leadership to develop and strengthen the IRWP Board and Committees. The Executive Director is the principal liaison to the Board of Directors and all Board Committees.

Communications, Public Relations and Networking: Serve as the primary organizational spokesperson and contact with appropriate media outlets, agencies, and the public, as well as support collaborations with other organizations, tribes, state and federal agencies, and local governments. Develop messaging aligned with IRWP's strategic priorities for internal and external use. Cultivate and nurture relationships with appropriate organizations, agencies, and stakeholders. Coordinate IRWP attendance/participation at relevant conferences and community events.

Program Development and Project Management: Assist in developing annual program plans and budget, contribute to their implementation, and oversee delivery of program tasks. Coordinate and contribute to planning and organizing IRWP sponsored events. Contribute to grant writing and management.

Administrative, Staff and Financial Management: Devise/revise appropriate organizational structure to create an effective operations system; provide strategic direction and coordination among the Board, Committees and staff. Oversee all aspects of organizational and programming finance management at the direction of the Board and as required by grantors or donors.

Fundraising: Responsible for leadership, integration and implementation of organizational fundraising plan including major donor solicitation, grant writing, and contract management.

QUALIFICATIONS

- College degree and a minimum of five years of professional experience. Advanced degree in natural resources and/or non-profit or organizational management preferred

but not required.

- Outstanding written and verbal communication skills, a demonstrated ability to and experience with stakeholder engagement to include new and existing donors, landowners, Board members, relevant stakeholders, and staff.
- Experience in setting and guiding implementation of strategic objectives, project implementation, and development of staff, donors, and Board of Directors.
- Demonstrated ability to fundraise to include individual donor campaigns, major donor development, grant writing, and contracts for services.
- Experience managing finances for an organization, including the development of organizational and project budgets, management of fiscal year finances, payroll, and collaboration with third-party auditors and accountants.
- Intellectually curious about watershed management, methods of natural resource conservation and restoration, and/or water resource protection laws and regulations.

COMPENSATION: This is a full-time salaried position. The salary offered to the successful candidate will be commensurate with experience and qualifications. The following are included in the benefits package: health care insurance reimbursed to an agreed upon amount, 120 hours personal time off, Simple IRA retirement plan with 2% employer contribution, and flexible work schedule.

HOW TO APPLY: Please submit a cover letter and resume to director@irwp.org. Applications will be accepted through April 30, 2021.