

# Save The River® / Upper St. Lawrence RIVERKEEPER®

*Protecting the St. Lawrence River now, and for generations to come*



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## Position Description

Position Title: **Executive Director**

Reports to: Board of Directors

Status: Exempt / Full time

Location: Clayton, New York

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## Organization Overview

Save The River, a member-based, nonprofit environmental organization, has been the “voice for the St. Lawrence River” in the U.S. and Canada since 1978. Save The River’s mission has always been to restore, preserve and protect the ecological integrity of the Upper St. Lawrence River through advocacy, education and research. In 2004, Save The River was designated the Upper St. Lawrence Riverkeeper and became a member of the international Waterkeeper Alliance with the goal of a swimmable, fishable, drinkable River.

As the leading grassroots advocacy organization working to protect the St. Lawrence River, Save The River takes an active role in River policy issues, engaging decision makers, community leaders, residents, visitors and volunteers to make positive change. Every year we work with school districts in the watershed to educate 1,000+ students in a place-based curriculum that stresses age appropriate aspects of stewardship.

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## Position Summary

The Executive Director is primarily responsible to the Board of Directors for the administration, program implementation, and financial health of Save The River. In addition to these areas of primary focus, the Executive Director is the principal spokesperson and fundraiser for Save The River.

As a member of the Waterkeeper Alliance the Save The River Executive Director is designated as the Upper St. Lawrence Riverkeeper, serving in this role as the primary voice and advocate for the Upper St. Lawrence River.

The Executive Director will have a strong commitment to Save The River’s mission of environmental protection and will have highly relevant experience for a river protection organization.

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## Duties and Responsibilities

- **Program:**
    - **Intervene/comment on major Save The River policy directions:** Design program strategies and conduct policy development and advocacy for river protection. Attend meetings, generate and collaborate on letters and media concerning St. Lawrence River issues. Plan and participate in major Save The River forums/events.
    - **Program/Issue support:** Develop and maintain key relationships with decision-makers and civic leaders in support of Save The River programs.
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409 Riverside Drive, Clayton, New York 13624 • [www.savetheriver.org](http://www.savetheriver.org) • [info@savetheriver.org](mailto:info@savetheriver.org) • 315.686.2010

*Save The River envisions a healthy Upper St. Lawrence River that provides safe drinking water, is home to a thriving range of indigenous species, and supports sustainable economic activity.*

- **Community Outreach:** Speak and/or write on Save The River’s programs and issues for various interest groups throughout the Thousand Islands community.
- **Fundraising:**
  - **Development works:** Oversee progress on Development Plan and help raise general funds through cultivation of existing and new family foundations and major donors. Work with board and staff on setting up meetings and events to invest funders in Save The River. Use speaking and writing opportunities to enroll funders in the general vision of Save The River.
- **Administration:**
  - **Staff oversight:** Maintain smoothly running, congenial office of five staff, plus interns and volunteers.
  - **Financial oversight:** In consultation with the Bookkeeper and treasurer, prepare yearly organizational and program budgets, review monthly revenue-expense and balance sheets, and maintain oversight of cash flow and required reports.
  - **Membership Program:** Provide essential oversight of the Membership database, making sure that mailings go out in a timely manner and data base is kept up to date.
  - **Board work:** Provide staffing for board meetings.

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## Qualifications

- Bachelor’s degree in natural resources, environmental education, or relevant social sciences.
- At least four years’ experience in environmental conservation, advocacy, environmental education, or related government work.
- Strong track record as highly motivated, highly productive professional.
- Capacity to manage a number of projects at once and deal effectively with the stress of multitasking.
- Strong commitment to working in a team effort with board, staff, volunteers, and members.
- Excellent written and verbal communication skills; comfortable teaching volunteers and speaking before small and large groups.
- Must have facility with Microsoft Professional Office Suite and Google Docs.
- Familiarity with the Clean Water Act and other protection/restoration laws and techniques strongly preferred.

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## Work Environment

- Mostly office environment with considerable outdoor river related activities during the summer.
- Must be available during the summer for extensive weekend work. Ability and willingness to travel occasionally for conferences and meetings.
- Competitive non-profit salary commensurate with experience, plus benefits.

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## To Apply

- Candidates should submit a cover letter, resume, and two professional references by July 31, 2018.
- Application materials may be sent to [jobs@savetheriver.org](mailto:jobs@savetheriver.org) or Save The River – Executive Director Search, 409 Riverside Drive, Clayton, NY 13624.