



## *Position Description*

**Title:** Executive Director

**Reports to:** Board of Directors

**Status:** Exempt/Full time

## **OBJECTIVE**

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. 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.

## **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.
- **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.

## KNOWLEDGE & SKILLS

- 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 multi-tasking.
- 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.

## WORKING CONDITIONS

- 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.

## APPLICATION INSTRUCTIONS

- Candidates should submit a cover letter, resume, and two professional references by June 1, 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.