



Friends of the Winooski River

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Job title: Executive Director

Location: Home-based position (subject to change in the future)

Reports to: Board of Directors

Hours: ~ 3/4 time with seasonal variability; potential for full time

To Apply: Please provide a cover letter and resume (as a single PDF) with compensation requirements to info@winooskiriver.org by August 15, 2017. We anticipate interviewing candidates in late August to early September with a start date no later than mid-October. Direct any questions to this email address. No phone calls, please.

Friends of the Winooski River Mission

The mission of the Friends of the Winooski River is to safeguard and enhance the natural resources of the Winooski River watershed in harmony with its human communities. We pursue this mission through monitoring, restoration, partnerships, education, and outreach.

Watershed Background:

At 1080 square miles, the Winooski River watershed is the largest watershed in the Lake Champlain Basin. The main stem stretches 90 miles from Coits Pond in Cabot to Lake Champlain. It includes 12% of Vermont's land area and one in three Vermonters lives in the Winooski watershed. The Winooski is as diverse as it is large. It includes steep, wooded valleys, rich agricultural land, ski resorts and Vermont's most urbanized areas along with many small towns and villages. The watershed faces many challenges. It is still recovering from the extensive deforestation that occurred in the 1800 and 1900s. It has also been greatly impacted by population growth, particularly as homes are built further into the country side. The river valley has been a transportation corridor for centuries and now includes an interstate, railroad and other infrastructure. Climate change brings new challenges.

Executive Director Role:

Our projects and events span the length of this diverse watershed, from its headwaters in Cabot to the mouth of the Winooski in Burlington. The Executive Director has overall responsibility for our programs, projects, and events. In addition to the ED, the Friends employs a part time Program Director.

The ED will coordinate planning and execution of projects, programs and events, as well as public messaging and communications, with the Program Director and the Board of Directors. Projects include riparian restoration and stewardship, water quality monitoring, habitat improvement, stormwater runoff assessment and abatement, and public education on watershed protection. The ED oversees and coordinates our annual events which involve several hundred participants and volunteers including the Onion River Race, the Pedal and Paddle, and the River

of Light. The ED is also responsible for basic administration of the organization, including office management, all forms of fundraising such as grant writing, membership campaign and businesses sponsorship, and drafting and reviewing funder and vendor contracts. All Friends' programs and projects are done in partnership with a wide range of entities.

The ideal candidate will have non-profit experience, be familiar with watershed and riparian protection, be comfortable interacting with municipal, state and federal officials, and able to approach private landowners with project proposals. The ED must be comfortable with field work such as riparian plantings and water quality monitoring. Communications skills include advocating for the Friends' mission and the organization, representing the Friends' at various meetings, providing content and editing contributed content for the newsletter, and basic social media. As the majority of the Friends' projects and funding is grant-based, experience with the grant writing and management is essential. A strong preference will be given to candidates that live in or will relocate into the watershed. Strong personal knowledge of the watershed is critical to long term success in the role.

Job Duties & Responsibilities:

Identify, prioritize, and implement projects to restore and protect Winooski River watershed

- Work with municipalities, other non-profits, State and Federal agencies and volunteers to implement projects.
- Continue iterative planning, implementation and evaluation process as work is completed.
- Identify and secure funding for projects
- Work with municipal officials, boards, and staff to assist municipalities in improving their water resource protection policies and practices as well as implement projects.

Communications and Events

- Write articles for newsletter and local newspapers.
- Speak at other entities workshops and meetings
- Coordinate publication of our e-newsletter(s).
- Contact and network with affiliate organizations.
- Organize Friends events – river based events as well as workshops and the annual dinner.
- Maintain and develop the website and social media presence.
- As needed, research issues and brief the Board and community
- Develop and execute education programs.

Administration and organizational tasks

- Implement and refine the fundraising plan to support current programs and new initiatives.
- Identify, write, and oversee grants.
- Work with the Board in expanding the active membership base.
- Staff and maintain the office/phone/e-mail and answer correspondence.
- Keep the financial records, pay bills, develop and manage budgets, file tax returns, manage payroll.
- Work with accountant as needed.
- Hire, monitor, and coordinate work of consultants and contractors.
- Schedule and organize meetings, prepare agendas for Board and committees.

Qualifications:

- Bachelor's degree required (MS preferred) in natural resources, environmental science, planning or related field
- Project management experience including budget management and adherence to deadlines
- Fundraising and grant writing experience required
- Experience working with volunteers, environmental organizations, local, state and federal government entities, corporate executives and the occasional irate landowner
- Computer literacy required; familiarity with GIS and web programs a plus.
- Knowledge of watershed science and conservation is highly desirable.
- Persistence and patience in identifying and developing projects and working with partners
- Comfortable making decisions with less than complete knowledge
- Knowledge of a shovel and how to use it will be necessary

Work Environment and Hours:

- Home-based position
- Field work in all seasons
- Schools, public and governmental meetings
- ~ ¾ time with seasonal variation; hours are flexible but must be available to partners, funders, staff and board
- Evening meetings and occasional weekend work are part of this position.