

Merrimack River Watershed Council - Executive Director

BACKGROUND – The Merrimack River Watershed Council, Inc. (MRWC) is a non-profit 501(c)(3) organization formed in 1976 by citizens and regional planning commissions to promote citizen involvement in the clean-up of the Merrimack River. Its organizational mission is *to ensure the sustainable ecological integrity and balanced, managed use of the Merrimack River and its watershed through science, advocacy, partnering and recreation*. We are the only advocate of the Merrimack River in Massachusetts; we are “The Voice of the Merrimack.” See Merrimack River Watershed Council web site for additional information <http://www.merrimack.org/>

REPORTS TO: President of Board of Directors

SUMMARY DESCRIPTION: The Executive Director is charged with overseeing the day-to-day operations of the Merrimack River Watershed Council including cultivating key partnerships and donor relationships, acting as the champion and voice of the Merrimack River, ensuring that all products and projects are produced and carried out in an effective, professional and timely manner, overseeing staff and volunteers, and developing and managing the budget. The Executive Director is responsible for developing and implementing short and long-term strategic plans to help grow and strengthen the organization’s ability to have a positive impact. Though not an exhaustive list, specific duties are outlined below:

- Work with and at the direction of the Board of Directors. Cultivate board involvement and board recruitment and training.
- Identify partner conservation group efforts and identify areas of redundancy in order to provide focus for MRWC programs and identify MRWC strengths and avenues for effective watershed management.
- Act as a Merrimack River Champion, advocating for sustainable water management, resource efficiency, increased public education and awareness, etc. Stay abreast of key watershed concerns and help to keep the MRWC current and relevant for our constituents.
- Build the organization through fundraising and increased revenue from grants, membership, donors, and events.
- Serve as primary organizational spokesperson and contact for MRWC with appropriate media outlets, other agencies and the public. Speak at or attend conferences on: water conservation, water quality, community collaboration, etc.

IDEAL ATTRIBUTES

- Passion for serving in our community and enhancing the well being of the Merrimack River.
- Previous non-profit and management experience including budget management.
- Thorough understanding of basic ecological and watershed principles.
- Ability to work with minimal direction.
- Ability to motivate and inspire our membership and watershed constituency.
- Marketing and Fundraising background. Proven grant-writing experience.
- Strong communication skills and public speaking experience.
- Previous experience working with a Board of Directors.
- Above average computer skills, including experience with the Microsoft Office Suite. Proficiency with spatial databases (GIS), web design, and Access database a plus.
- Degree in Environmental Science, Environmental Management, Business Management, Communications, or related field a plus.

COMPENSATION AND BENEFITS

Compensation: Salary package is competitive and will be determined by the Board of Directors based on experience and qualifications.

TO APPLY:

Please submit a detailed and compelling letter showing your passion and fit for the mission of the Merrimack River Watershed Council and why you should be the next Executive Director along with a resume to: jbernard@merrimack.org with "Executive Director" in the subject line. Or by mail to:

Merrimack River Watershed Council
600 Suffolk Street, 5th Floor
Lowell, MA 01854.
Attn: Joe Bernard

No phone calls please.

Please submit by April 15, 2010; applications will be accepted until the position is filled.