

# APALACHICOLA RIVERKEEPER®

S A V I N G   A N   A M E R I C A N   T R E A S U R E

## APALACHICOLA RIVERKEEPER Riverkeeper/Executive Director

### **OVERVIEW OF JOB DUTIES**

<b>REPORTS TO:</b>	Board of Directors
<b>HIRED BY:</b>	Board of Directors
<b>SUPERVISES:</b>	Administrative Director, Interns, Volunteers
<b>STATUS:</b>	Full time/exempt
<b>LOCATION:</b>	Apalachicola, Fl.
<b>SALARY:</b>	Negotiable

**OVERVIEW:** The Riverkeeper is the primary spokesperson for the resource. The Riverkeeper-ED has lead responsibility for implementing Board-authorized projects, programs and initiatives. The Riverkeeper-ED coordinates the use of volunteers on resource-focused projects, and provides expertise in all areas of resource protection.

### **I. Serve as “The Riverkeeper” (30%)**

- Monitor current social/political/legal/economic and other events impacting the ecology of the River and Bay; assess threats and develop strategic response for Board or Executive Committee consideration

### **II. Board/Board committee meeting coordination, administrative and communication support (10%)**

- Respond effectively to the Board of Directors collectively and individually
- Represent the Board, Board interests and mission to the public
- Prepare a timely *Riverkeeper’s Report* as part of Board meeting packets
- Provide policy and budget recommendations to the Board and its committees as requested

### **III. Fundraising and Donor Management (25%)**

#### **Development (organizational fundraising)/Budget Management:**

- Plan and propose an annual organizational budget in conjunction with fundraising goals (in coordination with board executive committee and board treasurer)
- Work effectively with Board of Directors to set fundraising goals, establish annual fundraising plans and pursue all appropriate and effective fundraising opportunities and partnerships
- Meet regularly with bookkeeper to review monthly revenue and expenditures reports
- Coordinate with Administrative Director in planning and staffing of fundraiser and outreach activities

**Donation management:**

- Assist with signing and personally message thank-you letters to major donors

**Grant writing:**

- Research new grants likeliest to fund organization
- Plan and coordinate grant proposal cycle with Administrative Director
- Plan and coordinate grant reporting cycle with Administrative Director
- Complete required reports on grants/monies received

**Community Partnership, Public Relations, and Fundraising Event Coordination:**

- Promote organizational mission within community and build and maintain organization as an effective, involved and responsible business partner
- Plan event fundraisers, including local and out-of-town fundraising events (weekends/nights included)
- Provide support/coordination/assistance with monthly outreach and education
- Represent organization effectively and assure positive interactions with visiting public during office hours
- Recruit community and business partners to co-sponsor event fundraisers
- Provide needed support/coordination/assistance with board-led fundraising efforts and monthly outreach and education
- Monitor current social/political events impacting the River and Bay

**IV. Outreach and Member Management (25%)**

**Digital/Social media & website content management:**

- Assist the Administrative Director in preparing content for social media intended to engage and update the public on current events impacting the river and bay promote the organization and its mission and generate memberships and donations

**Programs:**

- Develop, implement and evaluate regular and special event public outreach and education programs that support the organizational mission
- Provide outreach and education opportunities, such as boat tours, to community leaders, elected officials, and other stakeholders to facilitate understanding of the organization and its mission

**Print Publications:**

- Review draft/edit/review of all non-routine written organizational communications intended for external use

## **V. Office Management (10%)**

### **Daily Operations:**

- Represent organization effectively and assure positive interactions with visiting public during office hours
- Respond to public questions regarding program initiatives
- Maintain phone coverage and/or respond to messages
- Respond to email – both addresses – ED email address and monitoring/responding to public Riverkeeper email
- Inform Administrative Director of office equipment and supply needs; recommend purchases for specific projects

### **Staff Management and Volunteer supervision:**

- Evaluate staff performance, hire/fire staff
- Resolve issues related to staffing, job duties, etc.
- Meet regularly with other staff and volunteers as needed, to improve organizational and administrative processes
- Supervise all volunteers and interns associated with Riverkeeper managed projects
- Set own and project-directed volunteer work schedules to assure deadlines are met
- Participate in efforts to resolve staff and volunteer issues

### **Contract Management:**

- Assist the Administrative Director in managing deliverables for contracts and grants via progress reports, copies of communications with contractors, etc.
- Maintain professional project management files (fit for audit)

### **QUALIFICATIONS:**

- At least 6 years experience as a Riverkeeper or like position working with various advocacy groups and government agencies/departments through coalition building and collaborative efforts to successfully advance the organization's goals and objectives
- B.A. or B.S. degree preferably in the sciences, engineering, business or communications
- Strong written and oral communications skills. Demonstrated public speaking ability
- Supervisory experience preferred

