



Founded in 1998, Apalachicola Riverkeeper is a non-profit, independent organization that serves as an advocate for the Apalachicola River and Bay, its watershed, and the citizens to whom this significant resource belongs.

Title: Executive Director

Annual Salary: \$68,000-\$72,000

Benefits include paid vacation and sick leave, flexible work schedule

Reports to: Board of Directors

Hired by: Board of Directors

Supervises: All staff

Status: Full time/exempt

OVERVIEW: Oversee the operations of the non-profit organization, Apalachicola Riverkeeper

I. Board/board committee meeting coordination, administrative and communication support

- Respond effectively to the Board of Directors collectively and individually
- Represent the board, board interests and mission to the public
- Together with the Board of Directors and Board Committees, develop and update strategic plan
- Define organizational and staff objectives and plans aligned with strategic plan. Measure and report to Board accordingly
- Prepare meeting materials, including the agenda and set of current financials for the bi-monthly board meetings in coordination with executive committee of the Board of Directors.
- Provide tools and administrative support to assist with inter and intra-board communications and policy development and direction

II. Development and Donor Management

Development and Budget Management:

- Plan and propose an annual organizational budget in conjunction with fundraising goals in coordination with board executive committee and finance committee
- Work effectively with Board of Directors to set fundraising goals, establish annual fundraising plans and pursue appropriate and effective fundraising opportunities and partnerships
- Meet regularly with accountant to review monthly revenue and expenditures reports

Donation management:

- Monitor incoming donations and oversee efficient/accurate input into donor database
- Oversee bank deposits/reports
- Compose thank you letters
- Regularly communicate and coordinate the signing and personal messaging of major donor thank-you letters
- Draft and send personal note cards to donor's special circumstances, e.g., large donations, contribution in response to a personal request for a donation, etc.
- Problem solve donor/donation issues/questions effectively and in a timely manner
- Process special requests from members, e.g., gift memberships, in memoriam (writing personal letters to donors and those on whose behalf they are donating)



Grant Management:

- Research new grants
- Prepare letters of Interest to potential grantors
- Draft and submit grants to current foundation donors
- Follow-up on grant requests and manage approved grants
- Report regularly on grant activity to Board of Directors

Community Partnership, Public Relations, and Event Coordination:

- Represent organization effectively and assure positive interactions with public
- Promote organizational mission within community; build and maintain organization as an effective partner
- Recruit community business partners to co-sponsor events and fundraisers
- Plan and coordinate event fundraisers, including local and out-of-town fundraising events
- Promote partnerships in raising funds for Apalachicola Riverkeeper
- Provide needed support/coordination/assistance with board-led fundraising efforts

III. Outreach and Member Management

Membership:

- Oversee annual membership renewal lists
- Communicate effectively and regularly with members
- Develop and maintain membership policies

Digital/Social media & website content management:

- Oversee professional content for social media intended to engage the public on relevant current events
- Promote the organization and its mission and generate memberships and donations
- Oversee organizational website content to maintain a vibrant and up-to-date virtual presence

Programs:

- Oversee development of special event public outreach and education programs that support the organizational mission
- Consistent with Board priorities and Executive Committee direction, provide administrative support, logistical coordination and technical consult with Riverkeeper and for all programs and organizational initiatives as requested

Print Publications:

- Oversee, assist with draft/edit/review of all non-routine written organizational, staff, and Board communications intended for external use

Staff/volunteer supervision:

- Communicate regularly with the Riverkeeper, Director of Outreach, Administrative Director to improve organizational and organizational processes
- Develop and supervise staff, volunteers when applicable, interns, and contractors



- Evaluate staff performance, hire/terminate staff
- Resolve issues related to staffing, job duties, etc.

Contract management:

- Manage all organizational, project and personnel consulting contracts and sub-contracts to include maintaining professional project management files (fit for audit), deliverable schedules, team meeting coordination and monitoring contract deliverables delivery and invoice and payment processing to contractors

Qualifications:

- Bachelor's Degree in relevant field or 4+ years of related work experience
- Experience in environmental advocacy or related experience
- Experience in leading an organization and staff development
- Possess effective communication skills
- Proven fundraising experience, including grant writing
- Experience working effectively with a voluntary board of directors
- Must be a team player willing to step into a variety of roles within the organization
- Must be willing to work evenings and weekends as needed

All qualified applicants will receive consideration for employment without regard to, and will not be discriminated against on the basis of race, color, age, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, physical or mental disability, or covered veteran status.

Updated January 2024