



February 7, 2023

Position open until filled

Send resume and letter of interest to [info@apalachicolariverkeeper.org](mailto:info@apalachicolariverkeeper.org)

**Position Title:** Riverkeeper

Full Time, Exempt

Annual Salary Range: \$56,000-\$62,000

**Accountability:** The Riverkeeper reports to the Executive Director

**Responsibility:** The Riverkeeper is responsible for developing and managing the scientific and advocacy efforts of Apalachicola Riverkeeper. This includes, but is not limited to, the organization's public advocacy and protection programs as well as providing consultation to ARK's education and outreach programming. Riverkeeper projects shall be consistent with the directions of the ARK Executive Director, the Board of Directors, and the guidelines of the Waterkeeper Alliance. To be successful, the Riverkeeper serves as the water advocate and partner providing accurate, science-based information about water and the issues affecting the waters of the Apalachicola River Basin. The Riverkeeper is the primary spokesperson for ARK about issues relating to the Apalachicola River. The Riverkeeper will lead the organization's monitoring programs, assist with slough restoration efforts and supervise and any employees or volunteers assigned to those projects. In addition, the Riverkeeper in collaboration with the Executive Director and Board of Directors, is responsible for helping build membership, recruiting and supporting volunteers and supporting the sound financial management of ARK.

**Overview:**

- 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
- Maintain and manage a basin-wide water monitoring program, with assistance from the Outreach Director, who recruits volunteers.
- Plan, manage, and execute water quality monitoring programs.
- Identify threats to water security in the basin and develop programs to combat these challenges in conjunction with the Executive Director, Board of Directors, and Waterkeeper Alliance.
- Serve as the "voice" of the Apalachicola Riverkeeper on issues related to the river
- Provide leadership and direction to volunteers
- Participate as appropriate and able with the organization's fundraising, engagement, and education efforts in collaboration with Outreach Director and Executive Director
- Collaborate with Outreach Director and key volunteers to develop and aggregate content (videos, blogs, whitepapers, etc) to communicate threats and opportunities to the public
- Other duties as assigned by the Executive Director

### **Board/Board committee meeting coordination, administrative and communication support**

- Respond effectively to the Board of Directors
- Represent the Board, Board interests and mission to the public
- Participate in relevant Board committee meetings

### **Fundraising and Donor Management**

#### **Development/Budget Management:**

- Coordinate with Outreach Director in planning and staffing of fundraiser and outreach activities in partnership with volunteers

#### **Donation management:**

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

#### **Grant Management:**

- Plan and coordinate grant proposal cycle with Executive Director
  - Plan and coordinate grant reporting cycle with Executive 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
- Attend 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

### **Outreach and Member Management**

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

- Assist the Outreach 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 on water monitoring of the Slough Restoration Project
- Participate in Slough Restoration Project team meetings and planning activities
- 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

**Daily Operations:**

- Represent organization effectively and assure positive interactions with visiting public during office hours
- Respond to public questions regarding programs and pollution threats
- Respond efficiently to email and phone messages

**Volunteer supervision:**

- Resolve issues related to volunteer staffing, job duties, and related tasks
- 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

**Contract Management:**

Assist the Executive 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:**

- Bachelor's Degree in Environmental Science or relevant field or related work experience
- Minimum 2 years' experience in environmental advocacy or water related research
- 1-year experience in leading a team of scientists and other staff.
- Must be familiar with modern field and methods of water sampling
- Experience engaging with media
- 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
- Demonstrated experience on the water in both paddle craft and motorized boats and maintain a valid driver's license at all times

As an equal opportunity employer, Apalachicola Riverkeeper is committed to employment practices that ensure employees and applicants for employment are given equal opportunities without regard to age, race, ethnicity, ancestry, sex, religion, physical or mental disability, veteran status, marital status, sexual orientation, gender identity or other factors that are not related to the position.