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Now Recruiting- Executive Director

The Juneau Watershed Partnership (JWP) is currently recruiting for the position of Executive Director. JWP is a 501 (c) 3 non-profit organization whose mission is to promote community stewardship and sustainable use of Juneau's watersheds.

The successful candidate will be an energetic and entrepreneurial leader with proven management and fundraising skills, who enjoys working in a collaborative environment, and has a strong commitment to watershed protection and restoration.

Position Summary

The Executive Director will carry out the mission and strategic direction of the Juneau Watershed Partnership under the direction of the Board Chair and will be responsible to the Board of Directors. The Executive Director will work in close collaboration with the Board, staff and key partners to implement programs and raise necessary funding. The Executive Director will play a key leadership role in long-term watershed stewardship in the Juneau area.

Responsibilities and Expectations

Leadership and Strategic Direction

- Build capacity to plan, administer and implement local watershed stewardship projects and programs.
- Play a lead role in defining and seeking solutions to key watershed/environmental issues in the Juneau area.
- Actively participate in multi-party watershed restoration planning and implementation.

Fundraising

- Develop an annual fundraising plan for the Partnership and actively pursue grant funding to support Partnership programs.
- Establish and maintain relationships with key funders, including U.S. Fish and Wildlife and Alaska Department of Environmental Conservation, along with other agencies.
- Seek new contract work with current partner organizations.

Community Relations

- Build the capacity of the Watershed Council as a community leader. Build relationships with other influential leaders in the community.
- Keep community informed about Council's work.
- Build education and awareness with local schools.

Organization Building

- Recruit, retain and develop Partnership members.
- Recruit volunteers.
- Manage and track operating budget.

Administrative

- Develop and manage annual budget. Complete required tax, corporate and grant reporting.
- Assist the Board Chair with Board meeting management.
- Supervise staff.

Preferred Qualifications

- Minimum of a Bachelor's in a natural resources related field.
- Excellent written, verbal, and interpersonal communication skills
- Familiarity with watershed council roles and functions as well as Alaska environmental issues.
- Demonstrated success in grant writing and financial management
- Non-profit management experience in watershed and/or natural resource conservation organizations
- Experience developing and managing budgets
- Proven leadership skills and supervisory experience
- Ability to work independently in a continuously changing and uncertain environment.
- Experience supervising employees and volunteers
- Demonstrated ability to manage projects and programs
- Familiarity with GIS
- Personable, professional, self-motivated, collaborative and flexible

Salary and Benefits

This is a full-time position with a competitive salary commensurate with the skills and experience of the candidate. Salary for the Executive Director will be based on education and experience; minimum salary \$40,000 per year. Extension of the position beyond the first 12 months requires implementation of a successful fundraising effort through grants and membership fundraising. Salary can be renegotiated as fundraising benchmarks are achieved. The Executive Director will be expected to drive his/her own vehicle and provide his/her own car insurance; car-related expenses will be reimbursed based on mileage.