**Soque River Watershed Association**

**Executive Director**

**Closing Date: June 30, 2022 or until position is filled**

**Job Description:**

The Soque River Watershed Association is seeking a full-time Executive Director to implement the organization’s strategic plan and to advance our mission to protect and restore the Soque River, its tributaries and watershed.

The Executive Director serves as a lead spokesperson for the organization, manages staff  and volunteers, fosters relationships with community organizations and individual  stakeholders. The executive director also identifies and acquires new funding sources to ensure the long-term stability of the organization.

**The Soque River Watershed Association**

SRWA is a community based environmental non-profit focused on collaborations with local  and regional partners to implement on-the-ground clean water projects. Since the  organization’s founding in 1998, the group has received five separate federal non-point  source pollution reduction grants. These grants funded prioritized projects resulting in the  delisting of 32 miles of the river from the state’s list of impaired waters for fecal coliform  bacteria.

The organization is focused on clean water partnerships that engage watershed  stakeholders in streambank restoration, better stormwater management and green  infrastructure, upland restoration using mulch and tree plantings, riparian revegetation,  and dirt-road improvements. SRWA also engages in water quality monitoring, municipal  policy and management recommendations, recycling initiatives, greenway/recreational  trails development, youth education, water efficiency, and other sustainability programs.

**Principal Responsibilities**

The Executive Director is a lead staff for the SRWA and directs, manages and ensures  adequate funding for all programs.

**Programs and Communications**

• Implement the goals of the strategic plan and revise program goals to meet  emerging needs and opportunities.

• With the Board of Directors and Watershed Protection Specialist, develop and complete short and  long term objectives to carry out the mission and strategic plan.

• Represent the organization before the larger public, including speaking to elected officials, donors and media.

• Maintain and expand SRWA’s social media and communication tools to increase community engagement in our programs, activities and funding campaigns, as well as independently plan outreach events.

• Coordinate outings, events and volunteer programs for SRWA members and the public.

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**Organizational Development**

• Engage existing and new partners in program activities.

• Maintain database and prepare membership correspondence for

all types of memberships and donations.

• Recruit new board, staff, volunteers, members, and major donors to build and

support the mission of the organization.

• Work closely with the Board president to increase board skills/training, community

effectiveness, and participation of the Board in all SRWA activities.

**Management and Finances**

• Oversee the management of SRWA finances (with support staff) including all

reporting obligations, development and implementation of annual budgets, and

all efforts to ensure financial responsibility

• With the Board of Directors, oversee all fundraising efforts to include foundation and

grant proposals, membership giving, campaigns and events, major donor

recruitment and sponsorships.

• Develop and implement funding strategies to meet strategic goals and provide for

the fiscal sustainability of SRWA.

• Lead and supervise part-time staff, interns and other contract staff.

• Work in conjunction with the SRWA Watershed Protection Specialist.

• Assist with day to day activities within the organization including but not limited to:

routine administrative tasks, answering phones, maintaining an orderly office and

greeting walk-in guests.

**Qualifications**

The successful candidate will be a dynamic, motivated and resourceful professional in non-profit management, with the ability to work independently.

Additional  qualifications include:

•  Minimum of 3 years serving in a leadership / management role.

•  B.S. or graduate degree, preferably in a related field: environmental science, non-profit

management, ecology, environmental education, etc.

• Strong communication skills, with competency in written, verbal and presentation skills.

• Willingness to work flexible hours including some evenings and weekends

• Strong leadership and project management skills.

**Compensation**

Compensation is commensurate with experience and skills. We offer a competitive compensation and benefits package.

**How to apply**

In a cover letter: describe why you would like the job and any experience related to the position. Please mail or e-mail as one document a cover letter, a resume, and three  references to:

SRWA,

PO Box 1901,  Clarkesville, GA 30523

Or e-mail to srwa@soque.org  or FAX 706-754-9382

Phone calls are discouraged. More information about the organization is available at [www.soque.org](http://www.soque.org/).

*The Soque River Watershed Association is an equal opportunity employer and considers all qualified candidates for employment without regard to race, ethnicity, creed, national origin, religion, age, gender, marital status, disability, sexual orientation, veteran status or any other status protected by law.*