

ILLINOIS RIVER WATERSHED PARTNERSHIP

Position Description for Executive Director

MISSION STATEMENT: *The mission of the IRWP is to improve the integrity of the Illinois River through public education and community outreach, water quality monitoring, and the implementation of conservation and restoration practices throughout the Illinois River watershed.*

EXECUTIVE DIRECTOR POSITION DESCRIPTION OVERVIEW: The Illinois River Watershed Partnership (IRWP) Executive Director provides leadership to fulfill the Illinois River Watershed Partnership's mission and successfully execute the organization's strategic plan. The Executive Director is charged with overseeing the entire day-to-day operations of the IRWP, at the direction of the Board of Directors. The Executive Director is responsible for developing and implementing annual and long-term strategic plans, in conjunction with the Board, to help grow and strengthen the organization's ability to have a positive impact. Responsibilities include program and organizational development, fundraising, public relations, staff and financial management.

MAJOR POSITION OBJECTIVES

Board of Directors Engagement: Provide support, assistance and leadership development to strengthen the IRWP Board and Committees. The Executive Director is the principle liaison to the Board of Directors and all Board Committees.

Communication, Public Relations and Networking: Serve as the primary organizational spokesperson and contact with appropriate media outlets, agencies and the public; support collaborations with other organizations, tribes, state and federal agencies, and state and local governments. Develop information materials regarding IRWP for internal and external use. Cultivate and nurture relationships with appropriate organizations and agencies. Coordinate IRWP attendance/participation at relevant conferences and exhibits.

Volunteer Recruitment and Membership Development: Actively recruit volunteers for watershed projects. Build membership engagement, oversee successful membership campaigns and develop the capacity of members.

Program Development and Project Management: Assist in developing annual program plans and budget, contribute to their implementation, and oversee delivery of program tasks. Coordinate and contribute to planning and organizing IRWP sponsored events. Contribute to grant writing and management.

Watershed Knowledge: General knowledge of watershed management. Familiarity with the Clean Water Act and other federal and state protection/restoration laws and regulations.

Administrative, Staff and Financial Management: Devise/revise appropriate organizational structure to create an effective operations system; provide strategic direction and coordination among all Committees and programs. Coordinate and execute IRWP membership and informational mailings. Oversee billing for the IRWP. Coordinate publication and distribution of quarterly newsletter.

Fundraising: Responsible for leadership, integration and implementation of organizational fundraising plan including major donor solicitation, grants and contract management.

OBJECTIVE 1 – BOARD OF DIRECTORS ENGAGEMENT OBJECTIVE

Provide support, assistance and leadership development to strengthen the IRWP Board and Committees. Serve as an effective liaison to the Board of Directors and all Board Committees.

SPECIFIC GOALS FOR EVERY EVALUATION PERIOD

1. Ensures that each Board Committee Chair holds regular meetings and follows through with commitments of their respective Board.
2. Educate and inform current and new Board Members about issues related to effective management of the watershed, and ensure that each is assigned to and active in at least one Committee
3. Encourages Board Members to participate in IRWP events and activities and to keep their membership active by paying their membership dues in a timely manner.

OBJECTIVE 2 – COMMUNICATION, PUBLIC RELATIONS & NETWORKING OBJECTIVE

Effectively serve as the primary organizational spokesperson and contact with appropriate media outlets, agencies and the public. Support collaborations with other organizations, tribes, state and federal agencies, and state and local governments. Develop information materials regarding IRWP for internal and external use. Cultivate and nurture relationships with appropriate organizations and agencies. Coordinate IRWP attendance/participation at relevant conferences and exhibits.

SPECIFIC GOALS FOR EVERY EVALUATION PERIOD

1. Cultivate new collaborative opportunities for the IRWP.
2. Make IRWP visible with participation in conferences and events on at least a monthly basis.
3. Produce annual report.
4. Executive Director will ensure that all communications with collaborators are documented. ED will document telephone conversations and meetings with collaborators by writing a follow-up email. Documented correspondence shall be saved in such a way that the Board has ready access, should the need arise. The definition of collaborator includes current or pending contractors and vendors, other non-profits or government groups, individual stakeholders and others with whom IRWP has or is considering cooperative projects.

OBJECTIVE 3 – VOLUNTEER RECRUITMENT AND MEMBERSHIP DEVELOPMENT OBJECTIVE

Actively recruit volunteers for watershed projects. Build membership engagement, oversee successful membership campaigns and develop the capacity of members.

SPECIFIC GOALS FOR THE EVALUATION PERIOD

1. Promote IRWP as a volunteer opportunity for youth groups and corporate employee programs.
2. Recruit and oversee volunteers for Riparian Project and stream cleanups.
3. Work with Membership Committee to organize membership campaigns.
4. Work with Membership Committee to develop and implement strategies to recruit new and retain existing members.

OBJECTIVE 4 – PROGRAM DEVELOPMENT AND PROJECT MANAGEMENT OBJECTIVE

Assist in developing annual program plans and budget. Contribute to the implementation and oversee delivery of program tasks. Coordinate and contribute to planning and organizing IRWP sponsored events. Contribute to grant writing and management.

SPECIFIC GOALS FOR EVERY EVALUATION PERIOD

1. Assist Committees in keeping programs and projects within budget.
2. Help develop annual Illinois River Appreciation Day event and awards event for Sponsors and Golden Paddle winners.
3. Assist Committees to determine where funds are or may be available for desired projects and/or how to best use available funding.
4. Track ongoing programs and ensure deadlines are met. Work with Executive Committee to resolve any issues.
5. Continuously seek opportunities for project funding through grants from current and new funding sources.

OBJECTIVE 5 – WATERSHED KNOWLEDGE OBJECTIVE

Acquire general knowledge of watershed management. Maintain familiarity with the Clean Water Act and other federal and state protection/restoration laws and regulations.

SPECIFIC GOALS FOR EVERY EVALUATION PERIOD

1. Stay informed of any new state/federal laws and regulations.
2. Know about agency programs available and relevant to watershed protection and rehabilitation.
3. Attend watershed management education programs.
4. Learn something new about rules, regulations and/or watershed management on at least a monthly basis.
5. Attend a conference annually that will serve as a resource and networking opportunity with peers that work with volunteer boards.

OBJECTIVE 6 – ADMINISTRATIVE, STAFF & FINANCIAL MANAGEMENT

Devise/revise appropriate organizational structure to create effective operations system; provide strategic direction and coordination among all Committees and programs. Coordinate and execute IRWP membership and informational mailings. Oversee billing for the IRWP. Coordinate publication and distribution of quarterly newsletter.

SPECIFIC GOALS FOR EVERY EVALUATION PERIOD

1. Build newsletter delivery list to maximize the visibility of IRWP and keep members and other interested recipients up-to-date on IRWP activities.
2. Keep website up to date through webmaster with current activity dates, meetings, and valuable information.
3. Schedule and plan quarterly board meetings with assistance from Executive Committee and other Committee chairs.

OBJECTIVE 7 – FUNDRAISING OBJECTIVE

Responsible for leadership, integration and implementation of organizational fundraising plan including major donor solicitation, grants and contract management.

SPECIFIC GOALS FOR EVERY EVALUATION PERIOD

1. Work with Finance Committee to develop and implement annual plan for contacting existing and new donors.
2. Set up meetings to cultivate new sponsors/donors and to encourage previous sponsors/donors to continue contributing to IRWP.
3. Track contributions and work with Finance Committee to allocate effectively.
4. Use ideas/proposals to solicit project-specific funding.