POSITION AVAILABLE:
EXECUTIVE DIRECTOR, MERRIMACK RIVER WATERSHED COUNCIL, Inc.

THE ORGANIZATION

The Merrimack River Watershed Council, Inc. (MRWC) is a 501(c)(3) organization formed in 1976 by citizens and regional planning commissions to promote citizen involvement in the clean-up of the Merrimack River. MRWC’s headquarters are located at 60 Island Street in Lawrence, Massachusetts.

MRWC’s mission is to protect, improve, and conserve the Merrimack River watershed for people and wildlife through education, recreation, advocacy, and science. MRWC is the advocate for the River throughout the watershed; it is “The Voice of the Merrimack.”

The 117-mile long Merrimack River watershed is considered one of the most threatened watersheds in the country, according to the US Forest Service, due to the threat of loss of the privately held forests that help keep the water clean. The River is ecologically one of the top three most important large rivers on the U.S. East Coast for migratory fish, and is home to bald eagles, the largest tidal freshwater marsh in Massachusetts, and on the Atlantic flyway route for numerous birds.

THE OPPORTUNITY

MRWC is positioned to greatly expand and enhance its impact in the region. MRWC seeks an enthusiastic, creative, go-getter to take the helm and help grow the organization. This is an exciting opportunity for somebody looking to take charge and build on our considerable recent momentum and visibility. The organization is looking for someone who can open doors of collaboration, has a passion for local watershed management and conservation efforts, and can foster membership and donor relationships to grow the organization. MRWC is currently led by two (2) part time executive directors who will transition to other roles within the organization after completing a smooth transition for the new executive director.

The Executive Director (E.D.) oversees the day-to-day operations of MRWC including: the cultivation of key partnerships and donor relationships; acting as the voice of the Merrimack River; ensuring that all activities, projects and services are produced and carried out in an effective, professional and timely manner; overseeing of staff and volunteers; and developing and managing the budget. The Executive Director develops and implements short and long-term strategic plans to grow and strengthen the organization’s ability to have a positive impact. This position reports to the Board of Directors.

In creating this re-imagined, full-time leadership position for the organization, MRWC seeks a visionary Executive Director with a proven track record of generating diverse financial support for ambitious, innovative programming. The E.D. is responsible for helping to set the mission and vision of MRWC while working in close collaboration with the organization’s Board of Directors. The E.D. will help in defining its strategic direction, ensuring that resources are in place to accomplish important mission goals, recruiting and retaining staff, keeping teams motivated and capable of exceeding expectations, and building the kind of nonprofit culture which supports the MRWC mission.
The Executive Director will set strategy and vision, build the MRWC culture, lead the professional staff, and generate and allocate resources appropriately. Working with the Board, the Executive Director will set important goals for the organization and work systematically to meet them.

The Executive Director will make it a priority to define MRWC’s priorities and direction in collaboration with the Board of Directors. The E.D. will assess and evaluate strategies, hire staff, set budgets, forge alliances and build partnerships to further the mission. The E.D. will actively promote MRWC to build its financial reserves and goodwill. They will secure resources, budget and allocate those resources appropriately, and be accountable for the financial health of the organization. The E.D. will play a formative role in building the culture of MRWC around service, accountability and results so that the very best personnel in the field find MRWC to be a solid professional home with ample opportunities for advancement and professional growth. The E.D. will invest heavily in the training and mentoring of staff, interns and volunteers, and in capacity building of the organization.

THE SPECIFIC DUTIES AND CORE RESPONSIBILITIES

The Executive Director is the key management leader of the Merrimack River Watershed Council. The E.D. is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include advocacy, fundraising, marketing, and community outreach. The position reports directly to the Board of Directors. Core duties and responsibilities include:

1) **Board Governance**: The Executive Director works collaboratively with the board of directors in order to fulfill the organization mission. The Executive Director is responsible for:

- Leading MRWC in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
- Communicating effectively, and with complete transparency, with the Board, and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Working with, and at the direction of, the Board of Directors to cultivate board involvement, board recruitment and training, and succession planning.
- Reporting to, and working closely with, the Board of Directors in policy decisions, fundraising and effectiveness and visibility of the organization.

2) **Fundraising**: The Executive Director oversees all efforts involved in raising funds for the organization. The Executive Director is responsible for:

- Identifying, cultivating, and pursuing all funding sources, including corporate, individual, foundation and government funding.
- Overseeing the Annual Appeal.
- Major gift acquisitions.
- The identification and pursuit of grants.
3) Financial Performance and Viability: The Executive Director develops resources sufficient to ensure the financial health of the organization. The Executive Director is responsible for:

- Fundraising and developing other revenues necessary to support MRWC’s mission.
- Developing and Retaining members.
- The fiscal integrity of MRWC, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Compliance with relevant state and federal laws, regulations and with standard accounting procedures.

4) Organization Mission and Strategy: The Executive Director works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach. The Executive Director is responsible for:

- Leading strategic planning with the Board to ensure that MRWC can successfully fulfill its mission into the future, and for implementing MRWC’s programs that carry out the organization’s mission.
- Enhancing MRWC’s image by being active and visible in the community and by working closely with other professional, civic and private organizations while serving as MRWC’s primary spokesperson to the organization’s constituents, the media and the general public.
- Establishing and maintaining fruitful relationships with municipalities, governmental agencies, environmental organizations, and political representatives in order to utilize those relationships to strategically enhance MRWC’s mission.
- Outreach in the community to present MRWC, its vision and services through public presentations, interaction with local media, and participation in relevant business events, conferences and gatherings.
- Keeping MRWC current and at the forefront of regional community service philanthropic organizations, and for maintaining project partnerships with other watershed groups and related nonprofit organizations.
- Advocating for the Merrimack River, staying abreast of key watershed concerns including CSOs, PFAS and other toxins, microplastics, and other threats facing the watershed. The Executive Director will work with local officials to identify and address issues and advocate for solutions to these issues.
- The development and maintenance of material for the MRWC website and for increasing the organization’s social media presence on other platforms.

5) Organization Operations: The Executive Director oversees and implements appropriate resources to ensure that the operations of the organization are appropriate. The Executive Director is responsible for:

- Hiring and retaining competent, qualified staff.
- Ensuring the effective administration of MRWC’s internal operations.
- Signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- The oversight of all marketing and communications efforts.
- Maintaining and expanding the social media presence of the organization.
IDEAL ATTRIBUTES

The ideal candidate for this position will embody many, if not all, of the following characteristics:

- Be enthusiastic, and demonstrate a positive attitude and a passion for serving in our community, building relationships and enhancing the health of the Merrimack River and its watershed
- Have previous non-profit management experience including familiarity with fundraising and grant management, strategic planning, budget development and oversight, administration, working with a Board of Directors
- Have experience leading and managing change
- Demonstrate strong motivational and staff leadership abilities
- Have the ability to work with minimal direction
- Have excellent communication and presentation skills, and public speaking experience
- Work well with others and has a sense of humor, integrity, and an impeccable work ethic
- Have knowledge of state and federal grant processes
- Have experience with grant-writing
- Have awareness of local government procedures for Massachusetts and New Hampshire
- Understand basic ecological and watershed principles
- Have experience and knowledge of water quality monitoring and ecological restoration
- Have experience conducting public education for all age groups
- Have experience developing and marketing environmental campaigns
- Have working knowledge of basic computer programs such as Microsoft Office Suite
- Have awareness of emerging technologies designed for conservation and preservation organizations
  ❖ Experience with spatial databases (GIS), web design, and Little Green Light (or other donor management software) would be considered a plus
  ❖ A degree in Environmental Science, Environmental Management, Business Management, Communications, and/or nonprofit management would be considered a plus

COMPENSATION AND BENEFITS

Salary package and benefits are competitive for an executive director leading a small non-profit organization and are determined by the Board of Directors based on experience and qualifications.

Benefits include: Twenty (20) days PTO; eleven (11) holidays; a $3,000 cash contribution towards annual healthcare insurance costs; professional development funding; and a longevity bonus of $25,000 for three (3) years of continuous and achievement-oriented service in the position. The candidate will have the ability to increase compensation and benefits, annually, through demonstrated success in membership development, program growth, and fundraising.
MRWC has retained the services of Harrington Management International (HMI) to facilitate this executive search process. Please submit a resume’ and a compelling cover letter demonstrating your passion and fit for MRWC’s mission and needs to:

MRWCSearch@harringtonmanagement.com, with "Executive Director" in the subject line.

➢ ADDITIONAL QUESTIONS

If a candidate has any questions to ask of MRWC concerning this position, please contact the recruitment search firm in an attached message with your application. You will be contacted directly by an HMI representative. No phone calls will be accepted.

DEADLINE FOR APPLICATIONS

The deadline for application submissions is Friday, January 24, 2020.

AN EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

“At the Merrimack River Watershed Council, we don’t just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our services, and our community. MRWC is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.”