



*River Raisin*  
WATERSHED COUNCIL

## **RIVER RAISIN WATERSHED COUNCIL**

320 Springbrook Avenue □ Suite 102 □ Adrian, MI □ 49221

517-264-4754 □ [admin@riverraisin.org](mailto:admin@riverraisin.org) □ [www.riverraisin.org](http://www.riverraisin.org)

**Position Title:** Executive Director

**Position Status:** Full-time, exempt

**Compensation:** Competitive salary, commensurate with experience. Excellent benefits.

**Relationships:**

- Reports to: River Raisin Watershed Council Executive Committee
- Supervises: Administrative/Communications Assistant, Outreach Coordinator, Volunteers

**Position Responsibilities**

River Raisin Watershed Council (RRWC) is seeking an experienced and energetic leader to serve as the River Raisin Watershed Executive Director. This person will be the lead staff member of the organization and will serve as the primary public face of the River Raisin Watershed. The position is responsible for the organization's vision and strategy, administration and operations management, financial management, staff management, fundraising, program management, government and delegate member relations, partnerships, and communications.

How the position's success is measured:

- Evidence of organizational clarity regarding strategy and areas of focus.
- Successful design and delivery of programs and services that advance the organization's mission and achieve outcomes tied to the vision and areas of focus in its strategic plan.
- Financial health of the organization.
- Success with fundraising from individuals, businesses, and foundations.
- Staff development and management and team building, including internal communication and coordination.
- Government relationships, including delegate retention and engagement.
- Design and execution of business/operating systems, procedures, and practices that manage risk and support organizational stability and growth.

Will be required to perform other duties as requested, directed, or assigned.

**Required Knowledge, Skills, and Experience:**

- Demonstrated experience with successful grant writing, management, and reporting.
- Personal passion and commitment to RRWC's mission.
- Strong organizational abilities, including planning, program development, and task facilitation and delegation.
- Program and project management.
- Solid, hands-on budget management skills, including budget preparation, analysis, decision-making, and reporting.

**PARTNER** † **PROTECT** † **PRESERVE**



*River Raisin*  
WATERSHED COUNCIL

## ***RIVER RAISIN WATERSHED COUNCIL***

*320 Springbrook Avenue □ Suite 102 □ Adrian, MI □ 49221*

*517-264-4754 □ [admin@riverraisin.org](mailto:admin@riverraisin.org) □ [www.riverraisin.org](http://www.riverraisin.org)*

- Experience attracting, inspiring, motivating, managing, evaluating, and retaining staff.
- An ability to build relationships and communicate with, listen to, learn from, and inspire community members, donors, government agency representatives and elected and appointed officials, volunteers, partners, and others in a wide range of settings from presentations at public meetings or conferences to small group discussions in board rooms, or one-on-one conversations at kitchen tables or over the phone.
- Ability to interpret technical information and share it in ways that are meaningful to community members.
- Strong public speaking and writing skills.
- Experience with fundraising strategies and tactics.
- Proficiency in Microsoft Office Suite, Google Mail (and related programs), Quickbooks, and Zoom.
- Ability to operate standard office equipment including but not limited to computers, telephone systems, and printers.
- Experience organizing data and documents, adhering to and improving record-keeping policies and procedures.

### **Desired Knowledge, Skills, and Experience:**

- Non-profit management experience.
- Strong familiarity with watershed issues, agriculture, watershed management planning, etc.
- Demonstrated experience and success with fundraising program and campaign planning, and major gifts fundraising.

### **Work Environment:**

RRWC's primary office location is in Tecumseh with a satellite office in Adrian. The position assumes a 32-40-hour work week (blended office and virtual). The position requires some evening and weekend work.

### **Physical Abilities:**

- Consistently carry 10 pounds and occasionally lift and carry 25 pounds.
- Frequent bending, stooping, pushing, lifting, kneeling and reaching.
- Ability to actively participate in site-based events where there may be uneven terrain and/or significant walking and standing.
- Ability to drive independently, and a Driver's License.

Position open until filled.

***PARTNER*** † ***PROTECT*** † ***PRESERVE***