



## **Executive Director/Waterkeeper**

Suncoast Waterkeeper Executive Director/Waterkeeper will lead the organization's operations while developing sustainable streams of revenue through fundraising.

The mission of Suncoast Waterkeeper is to protect and restore the Florida Suncoast's waterways through enforcement, fieldwork, advocacy, and environmental education for the benefit of the communities that rely upon these precious coastal resources. Our focus is on the coastal waterways of Sarasota and Manatee Counties.

### **EXECUTIVE DIRECTOR/WATERKEEPER JOB RESPONSIBILITIES**

#### **SUMMARY**

The executive director/waterkeeper will have overall operational responsibility for Suncoast Waterkeeper's (SCWK) programs, expansion, volunteers, social media presence, Website management and execution of its mission. The Executive Director shall report directly to the board and in support of the board of directors. This is a remote/virtual workplace position to start and has the potential for an office location in the future.

**These descriptions are general responsibilities and not intended to describe all responsibilities and performances expected of an executive Director.**

#### **Leadership & Management:**

1. Communicate a clear vision for Suncoast Waterkeeper.
2. Actively engage and energize board members, members, volunteers, event committees, partner organizations, funders, and donors.
3. Develop and maintain a strong culture based on Suncoast Waterkeeper values.
4. Coordinate and implement ongoing strategic planning, including the development and implementation of Suncoast Waterkeeper's Strategic Plan to move the mission forward and fulfill the vision of the organization.
5. Serve as an ex-officio member of the board of directors, attend all board meetings and advise the board of any issues in which SCWK should be involved.
6. Prepare the board meeting agenda.

**Fundraising**

1. Direct fundraising and budgeting in support of the annual budget.
2. Strengthen the current membership program into a reliable unrestricted income stream.
3. Using SCWK's current system, NationBuilder, monitors and tracks donors, leveraging the data to increase fundraising efforts.
4. Develop applications for grants and monitor the standards to fulfill each grant's requirements.
5. Identify and coordinate fundraising events and opportunities (example, the Giving Challenge) that relate to the mission and provide significant unrestricted fundraising opportunities.

**Communications**

1. Serve as the official spokesperson to clearly articulate a compelling case for support of the SCWK mission to a variety of audiences, particularly city and county officials, community leaders and major donor prospects.
2. Oversee the creation of a strong brand in all aspects of communications—including frequent postings on social media, increasing our Internet presence, and all external relations.
3. Be an external local and national presence that publishes and communicates project and program results with an emphasis on successes.
4. Attend community, government, and agency meetings to represent SCWK.

**Operational Program and Policy Management:**

1. Support the operations and administration of the organization by advising and informing its board members, recommending policy, and providing clear and accurate reports for the board to effectively monitor the organization's progress.
2. Work with the Board's Standing Committees (currently Finance, Executive and Communications).
3. Design and ensure the implementation of water quality/sampling programs and attract a wide range of volunteers.
4. Maintain current awareness of SCWK's litigation and other active programs.
5. Establish evaluation systems and organizational processes to monitor project and program outcomes and improve quality services.
6. Manage the efficient and effective day to day operations of Suncoast Waterkeeper policies, programs, and practices, including contracted services.

**Volunteer Planning and Management:**

1. Develop volunteer needs and present to the board for approval, as needed.
2. Conduct orientation and training for volunteers.
3. Mobilize and engage volunteer resources towards the highest priority projects and programs.
4. Ensure the adequate supply of volunteers to meet the needs of our projects and programs.

**Financial Planning, Compliance, and Management:**

1. Prepare and present for approval the annual budget, with the board's direction and guidance. Monitor the cash flow and provide regular, comprehensive reports to the board on revenues and expenditures.
2. Work with the board to secure adequate funding for operations.
3. Work with the board's finance committee and Treasurer to ensure sound bookkeeping and accounting procedures are followed, including maintaining accurate banking records; producing payroll; paying all invoices; and, providing accurate information for the preparation of all state, local, payroll and federal tax reports and requirements.
4. Maintain all necessary registrations and certifications to comply with state requirements for non-profits.
5. Be vigilant in seeking prompt and effective enforcement and compliance to any relevant laws.

**QUALIFICATIONS:**

- Bachelor's degree in environmental sciences; and/or environmental studies; or, non-profit management.
- Will consider equivalent experience in environmental sciences and/or environmental studies, or non-profit management
- Master's degree in business, environmental sciences and/or studies or non-profit management a plus.
- Passion for the Suncoast Waterkeeper mission and a love of the outdoors.
- Proven track record of 3- 5 years in a leadership role, preferably in a non-profit organization with performance-based measures.
- Demonstrate experience and examples of leading strategies that have taken organizations to the next level of growth.
- Flexible schedule with capability to work evenings and weekends as needed.
- Public speaking & media experience (all group sizes, ages, and backgrounds).

- Skills to collaborate with and motivate board members and other volunteers.
- Strong technical aptitude and experience with systems such as website maintenance/development, PowerPoint, Excel, CRM etc.
- Ability to interface and engage diverse volunteer and donor groups.
- Familiarity with operating boats and with water safety.

***Suncoast Waterkeeper is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, contractors, volunteers, and members of our community.***

**Location of position:** This is a virtual/work remote position with the future possibility of a fixed office.

**Salary and benefits:**

Commensurate with experience.

**To apply please submit:**

- Cover Letter
- Resume/CV
- Three References (references will only be contacted during the final round of interviews)

**Submit Applications to:** [EDSearch@suncoastwaterkeeper.org](mailto:EDSearch@suncoastwaterkeeper.org)