



## **EXECUTIVE DIRECTOR - JOB DESCRIPTION**

Tampa Bay Waterkeeper is a 501(c)(3) non-profit organization. Our mission is to protect everyone's right to clean water by working collaboratively with citizens, local organizations and governments to safeguard our coastal and inland waters using the law, science and community action. Tampa Bay Waterkeeper is supported primarily through generous funding from individual members and corporations.

Tampa Bay Waterkeeper works to defend, protect, and preserve Tampa Bay's watershed through citizen engagement and community action rooted in sound science and research. We serve more than 2.7 million residents of Hillsborough and Pinellas counties and over 25 million annual visitors.

Our scope of work is diverse, with core issues including clean water, ecosystem protection, and coastal resiliency. Tampa Bay Waterkeeper advocates for enforcement of environmental laws, responds to citizens' complaints, identifies problems and threats to waterways in our area, and helps provide solutions to address problems. We research issues diligently and work collaboratively with citizens, local organizations and governments so that together we can find the best solutions to supporting our work. Current projects include: Environmental Enforcement, Water Quality Program, Volunteer Patrol Program, annual The Waterman Fly Fishing Tournament, and participating in local community and industry events.

## **POSITION DESCRIPTION**

The Executive Director of Tampa Bay Waterkeeper reports to and is evaluated by the Board of Directors, serves as senior management for the non-profit organization and is responsible for the organization's achievement of its mission and financial objectives.

The Executive Director maintains responsibility for budget, staffing, management, fundraising, program development and implementation of daily operations pursuant to the direction of the Board.

The Executive Director should be prepared to lead a highly-respected environmental organization to new levels of reach and impact. The Executive Director must be able to work collaboratively with local and statewide partners in the advancement of Tampa Bay Waterkeeper's mission. The Executive Director should have a proven track record in fundraising and development, cultivating major donors and ensuring the financial integrity of the organization. This is a remote/virtual workplace, high-growth position, and has major potential to build the organization from the ground up.

## **ESSENTIAL RESPONSIBILITIES**

The following represents essential responsibilities and is not intended to describe all responsibilities and performances expected of the Executive Director.

### **Leadership and Management Responsibilities**

- Work with the Board to plan, develop and implement projects that further Tampa Bay Waterkeeper's mission. This includes strategic planning and annual work plans.
- Serve as chief administrator and ambassador for the organization.
- Maintain awareness of Tampa Bay Waterkeeper's litigation and other active programs.
- Establish evaluations and organizational processes to monitor program outcomes and improve services.
- Manage the efficient and effective day to day operations of Tampa Bay Waterkeeper policies, programs, practices, and litigation, including contracted services.
- Establish and promote a positive work culture. This includes responsibility for establishing goals and standards for staff relations, efficient office procedures, human resources policies, and opportunities for staff development.
- Act as a mentor; provide leadership and motivate others (staff, Board, volunteers, etc.) in the framework of a team environment.
- Serve as an ex-officio member of the board of directors, attend all board meetings and advise the Board of all important developments affecting the organization
- Work with the Board Chair to develop the Board, Executive Committee, and other Board committees.

### **Fund Development and Financial Management Responsibilities**

- Serve as chief fundraiser for the organization. This includes grant writing and/or overseeing proposals developed by staff; solicitation of corporate sponsorships for events; cultivation and solicitation of individuals, including major donors.
- Work with the Board to develop an annual budget, monitor finances and arrange for an audit. Ensure that state and federal taxes and reports are filed in a timely fashion.
- Work with the Board to develop an annual fundraising plan to meet budgetary needs, as well as a plan to grow the organization's reserve fund and endowment.
- Successfully secure and maintain individual, major philanthropic gifts.
- Work with the Board to achieve individual, corporate, foundation, government and event fundraising goals.
- Strengthen the current membership program into a reliable unrestricted income stream.
- Address current and future grant identification, writing and reporting requirements.
- Manage cash flow for the organization, authorize payments of bills and see that bank deposits are made in a timely fashion.

## **Community and Public Relations Responsibilities**

- Serve as leader in sustaining existing and building new relationships with other environmental and community organizations, including government and business entities and leaders. This includes targeting opportunities for collaboration where appropriate.
- Work with the Board to target opportunities to heighten community awareness of Tampa Bay Waterkeeper through communication, marketing, and outreach efforts.
- Support the Waterkeeper as the primary spokesperson for Tampa Bay's watershed and serve as a public advocate. Work with the Tampa Bay Waterkeeper to ensure that public statements of the Waterkeeper, Executive Director, staff and Board members are consistent with organizational policy and priorities.
- Seek out and secure opportunities to speak at a variety of venues.
- Attend community, government, and agency meetings to represent Tampa Bay Waterkeeper.
- Develop mutually beneficial relationships with other regional environmental and community organizations and leaders by gaining their respect and creating opportunities for collaboration.
- Effectively communicate the designated Waterkeeper's findings with all external constituencies.
- Promote and empower Tampa Bay Waterkeeper's grassroots network in taking action to address environmental concerns.
- Monitor and evaluate collaborations with other organizations to ensure consistency with organizational goals.
- Maintain awareness of environmental issues in the watershed in general and programmatically targeted areas in particular.
- Promote empowerment and stewardship by engaging Tampa Bay Waterkeeper's volunteers in programs and other opportunities to connect with our watershed.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in the natural sciences, administration, policy, or a related field, preferred.
- Four years relevant experience.
- Management and supervisory experience, preferred.
- Experience working with a non-profit organization and culture.
- Understanding of board of director relations and governance practices.
- Must live in and be familiar with Tampa Bay
- Knowledge of, and commitment to, Tampa Bay Waterkeeper's mission.
- Track record of effectively managing multiple, complex tasks, and establishing and regularly evaluating priorities.
- Experience in project management including coordinating teams of diverse individuals.
- Highly organized with great attention to detail.

- Excellent written and verbal communication skills.

### **SALARY & BENEFITS**

This is an exempt, full-time position. Salary is commensurate with candidate's experience level and organizational capacity with the potential for bonuses and ability to develop and structure a comprehensive benefits package.

### **TO APPLY**

For full consideration for this position, please submit the following:

1. Cover letter - To ensure all applicants have the opportunity to address a common set of questions, applications should include written responses to the following, six page maximum:
  - a) Please describe why you would like to be the Executive Director of Tampa Bay Waterkeeper. What do you consider to be your primary strengths for this position?
  - b) Please describe a challenging situation that best demonstrates your ability to lead an organization or program/project under difficult circumstances.
  - c) Please describe a large complex issue that required you to communicate effectively with a variety of stakeholders in order to address the issue and bring about consensus.
- 2) A description of your salary parameters
- 3) Resume
- 4) The names of, your relationship to, and contact information for three (3) professional references

**Email all of the above listed materials to:** [jobs@tampabaywaterkeeper.org](mailto:jobs@tampabaywaterkeeper.org)

**Deadline:** Jan 31, 2022

*Please note:*

- *References will not be contacted until a candidate has been notified.*
- *Background checks will subsequently be performed, with candidate permission.*