

*The Fox-Wolf Watershed Alliance works to protect, restore and sustain
the water resources of Wisconsin's Fox-Wolf River Basin*

WINNEBAGO WATERWAYS DIRECTOR POSITION DESCRIPTION

Job Status- Exempt, Full time

Flexible schedule

Hybrid work (Appleton office)

POSITION DESCRIPTION

The Winnebago Waterways (WW) Director is part of the management team of the Fox-Wolf Watershed Alliance (Fox-Wolf). The WW Director is responsible for advancing the mission of Fox-Wolf throughout the Winnebago Waterways Recovery Area. The successful Director will bring skills in partnership development, revenue generation and project management to advance watershed restoration goals. In addition to being responsible for the administration and advancement of the strategic plan of the Winnebago Waterways Recovery Effort, the key duties include regional coordination, overseeing program staff, working with the organization's management team to advance organization-wide fundraising, marketing, and community outreach efforts.

Reports to: Executive Director

Supervisory Responsibilities: Yes

ESSENTIAL JOB FUNCTIONS:

- **Governance:**

Works with WW Recovery Leadership in order to fulfill the organization mission.

- Responsible for leading Winnebago Waterways Recovery Initiative in a manner that supports and guides the organization's mission as defined by the Fox-Wolf Board of Directors and the Winnebago Waterways Council (currently the WW Steering Committee.)
- Responsible for communicating effectively with the Fox-Wolf Leadership Team as well as the WW Recovery Leadership and providing, in a timely and accurate manner, all information necessary for the Leadership to function properly and to make informed decisions.

- **Organization Mission and Strategy:**

Works with leadership and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of Fox-Wolf Watershed Alliance's programs within the WW Recovery Area.
- Responsible for strategic planning to ensure that Fox-Wolf Watershed Alliance can successfully fulfill its Mission in the Winnebago Waterways Recovery Area into the future.
- Responsible for building capacity of the Winnebago Waterways Recovery Initiative by being active and visible in the community and by working closely with other professional, civic and private organizations.

- **Financial Performance and Viability:**

Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of the Winnebago Waterways Recovery Initiative, through engagement in the development of an annual budget and regular review of financial statements.
- Responsible for fiscal management of the Winnebago Waterways Recovery Initiative that generally anticipates operating within the approved budget and ensures maximum resource utilization.
- Responsible for fundraising and developing other resources necessary to support the WW Recovery Initiative and the Fox-Wolf Watershed Alliance's basin-wide support programs under the WW Director's supervision.

Actual Job Responsibilities:

- Serving as Winnebago Waterways Recovery Initiative primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations and leaders throughout the state and utilize those relationships to strategically enhance Fox-Wolf Watershed Alliance's Mission.
- Report to and work closely with the Winnebago Waterways Council (currently WW Steering Committee) to seek their involvement in decisions, fundraising and to increase the overall visibility of the Winnebago Waterways throughout the Region.
- Supervise, collaborate with organization leadership and staff.
- Strategic planning and implementation.
- Regional Coordination of partners working to advance restoration of the WW system.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Other duties as assigned by the Executive Director.

PROFESSIONAL REQUIREMENTS

KNOWLEDGE, SKILLS, ABILITIES:

- Transparent and high integrity leadership
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of Fox-Wolf Watershed Alliance's strategic future to staff, board, partners in recovery, volunteers and donors and promote the Winnebago Waterways Recovery Initiative
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate committee members, partners and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Excellent project management skills with the ability to manage multiple diverse projects concurrently
- Experience in federal, state, and/or private grant writing and management
- Ability to accurately manage detailed program and project budgets
- Commitment to fostering an environment that prioritizes teamwork where all staff are willing to help a team member in need

QUALIFICATIONS:

- A bachelor's degree in a related field
- Knowledge of the Winnebago Waterways System preferred
- Five or more years management experience preferred

OTHER REQUIREMENTS

- Possession of a valid Wisconsin driver's license and access to an insured, reliable vehicle for job use.
- Ability to work a flexible schedule - evening and/or weekend meetings/presentations/events may be required.

SALARY

Anticipated starting salary range: \$55,000 - \$65,000. Salary will be based on qualified candidates' experience.

Fox-Wolf Watershed Alliance offers employees paid time off and holiday.

We are unable to offer health or dental benefits at this time.

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THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LISTING OF ACTIVITIES, DUTIES OR RESPONSIBILITIES THAT ARE REQUIRED OF THE EMPLOYEE.

The Fox-Wolf Watershed Alliance is an Equal Opportunity Employer

MAY 2023