



## **JOB ANNOUNCEMENT: EXECUTIVE DIRECTOR**

*Monterey Waterkeeper seeks a dynamic Executive Director to lead the organization in ensuring fishable, swimmable, and drinkable waters in California's Central Coast for all.*

### **ABOUT MONTEREY WATERKEEPER**

Monterey Waterkeeper is a 501(c)(3) non-profit organization that protects and restores fishable, swimmable, and drinkable waters within the Monterey Region and along California's Central Coast for all to enjoy. We envision safe and affordable drinking water for all communities, including underserved communities of color; clean and accessible rivers that support swimmable waters and healthy fish to eat; and a climate-resilient ocean that supports a thriving economy, offers healthy habitat for fish and wildlife, and provides recreation for all people. Monterey Waterkeeper combines science, legal and policy advocacy, outdoor education, and community engagement to effectively address existing and emerging water quality issues in the northern Central Coast region. We act as the public's investigator, scientist, educator, and advocate for the Monterey Region stretching from Santa Cruz to Big Sur. Monterey Waterkeeper is part of the Waterkeeper Alliance, an international network of water advocates with more than 300 organizations around the world. We are also a Member of the California Coastkeeper Alliance, which represents California Waterkeepers on statewide policy issues.

### **EXECUTIVE DIRECTOR POSITION SUMMARY**

The Monterey Waterkeeper Board of Directors is seeking a dynamic environmental advocate to lead this growing organization. The Executive Director will create strategic plans and workplans, identify and successfully pursue funding opportunities that ensure strong organizational financial health, manage the organization's staff, and oversee all aspects of day-to-day operations. The Executive Director will also oversee the organization's programs and build community support to advance clean, accessible, healthy freshwater and marine ecosystems, and inspire collaboration to address regional water issues.

### **RESPONSIBILITIES**

#### *Leadership and Strategy*

- Articulate and execute a vision that unites around action-based solutions and invites support for Monterey Waterkeeper's work.
- Be a visible leader; advocate actively, broadly, and with integrity, building upon Monterey Waterkeeper's reputation as a trusted partner.
- Create, cultivate, and maintain relationships with non-governmental organizations, governmental agencies, scientific researchers, volunteers, media, and other constituents to deepen Monterey Waterkeeper's effectiveness as a leader and collaborator.



- Collaborate closely with the Board to ensure strong Board governance and capacity; assist the Board in recruitment; work with the Board to develop, review, and update the organization's long-term vision and strategic plan as needed; actively communicate with the Board on issues affecting the health and strategy of the organization.
- Recruit and support staff development and capacity; appreciate and challenge the whole organization toward excellence in pursuit of the mission.

#### *Fundraising and Development*

- Draft and/or oversee the drafting of proposals and grant reports.
- Oversee grant implementation.
- Work with the Board and staff to identify current and potential individual and institutional funders; cultivate positive funder relationships and communications.
- Work with the Board, staff, and volunteers to plan and execute fundraising events.
- Develop and implement short- and long-term fundraising plans.

#### *Program Development, Implementation, and Management*

- Lead and/or oversee the organization's strategic campaigns to prevent and reduce water pollution in the Central Coast's surface waterways, groundwater/drinking water, and coastal areas.
- In collaboration with staff, propose and analyze relevant policies, as well as draft and deliver verbal and written testimony at agency meetings and public hearings to advance Monterey Waterkeeper's positions on issues.
- Build and maintain collaborative working relationships with like-minded organizations, governmental agencies, companies, and individuals, and leverage partner resources and expertise in support of the organization's advocacy goals.
- Lead and/or oversee the organization's outdoor education, water quality testing, and community engagement activities, in collaboration with staff, volunteers, and partners.
- Oversee and conduct investigations to identify polluters; use or develop scientific data to support potential legal actions; engage with integrity and act as appropriate.
- Manage Monterey Waterkeeper's participation in legal actions; research and collect evidence and assist external attorneys; monitor settlements and formal agreements for compliance.
- Maintain a climate that attracts, retains, and motivates a strong staff team, and as applicable, talented contractors and intern/volunteer pools of top-quality people. Manage and oversee recruitment, supervision, mentoring, and evaluation of staff.

#### *Financial and Operations Management*

- Prepare an annual budget for the Board's review and approval; prepare project and grant-specific budgets; monitor and administer the adopted budget; provide the Board quarterly updates on the organization's financial status.
- Report regularly to the Board of Directors and appropriate committees on the status of internal and external issues affecting the organization.



- Develop, update, and ensure implementation of by-laws, personnel policies, and other policies approved by the Board, and ensure the organization complies with all local, state, and federal regulations.
- Plan and execute Board meetings, Board Committee meetings, staff retreats and other special events.
- Serve as financial manager or oversee financial operations, including completing payroll, tax filings, payments, and managing the organizational bank account.
- Process or oversee the processing of monthly hours, reimbursements, and reconciliations.
- Resolve any financial issues that arise and work with auditors and financial professionals to ensure that comprehensive financial review and audits are conducted.
- Work with contractors to manage and update Monterey Waterkeeper's website.

#### *Communications*

- Oversee the development and implementation of communication strategies and deliverables to inform government officials, agencies, organizations, and the public about the organization's policy positions and other the issues of importance to the organization.
- Engage the media (both traditional and social media) and the public around the organization's priorities; highlight Monterey Waterkeeper's work and effectively communicate its positions to inspire public support.
- Provide organizational and coalition support, including organizing and facilitating meetings, and managing event logistics with staff and partners.
- Work with staff and volunteers to manage the organization's email listserv and event calendar.

### **POSITION QUALIFICATIONS**

#### ***Required Qualifications:***

- Passion for the Central Coast and an understanding of its unique beauty, ecological significance, and economic value coupled with an abiding commitment to protect it.
- Strong scientific foundation and knowledge of natural resource issues.
- At least 5+ years of experience with environmental education and/or environmental policy advocacy and environmental review processes.
- Demonstrated success with fundraising and grant writing.
- Interest in financial and organizational management.
- Experience developing a collective vision and implementing effective strategy.
- A history of building trust and strategic, effective relationships.
- Strong oral and written communication skills.
- Bachelor's in environmental studies/science or related field; Master's degree or JD preferred.



***Preferred Qualifications:***

- Demonstrated interest in preserving and improving water quality in the Central Coast region; practical knowledge of natural resource issues, especially those related to watershed and marine environments.
- Experience working with underserved or environmental justice communities.
- Experience engaging in legal and enforcement actions; negotiation skills.
- Experience as the “face” of an organization; well-developed interpersonal skills.
- Experience effectively leading an organization of similar size and complexity, ideally within a nonprofit organization and reporting to a Board of Directors.
- Demonstrated leadership and management skills, including human resource management and team development to achieve established goals.
- Strong financial and organizational management skills; hands-on business operations experience.
- Spanish language skills.

**PHYSICAL REQUIREMENTS**

The job entails typical office environment work (sitting at computer, on phone, etc.) and use of standard office equipment. Ability to travel to various meetings and sites throughout the northern Central Coast is needed.

**APPLICATION INFORMATION**

Monterey Waterkeeper is an equal opportunity employer and actively recruits to promote diversity in our workforce. This is a salaried position, with medical and dental benefits (employee-only), vacation and sick time. The full-time salary range is \$85,000-\$100,000 annually. The position is based in the Monterey Waterkeeper region in Santa Cruz, San Benito, and Monterey Counties.

Please email a resume and cover letter to [info@montereywaterkeeper.org](mailto:info@montereywaterkeeper.org) with the subject line: “Monterey Waterkeeper ED Application – (last name, first name).” **Applications will be reviewed on a rolling basis, and the deadline to apply is January 19, 2025.**

If you have any questions about the Executive Director position, please contact Mike Hanson: [pmhanson1@gmail.com](mailto:pmhanson1@gmail.com).