



Winnisquam Watershed Network Executive Director Position

The Winnisquam Watershed Network (WWN), founded in 2017, is a 501(c)(3) nonprofit organization dedicated to the protection of Lake Winnisquam and its watershed. Currently volunteer-run, the WWN has an actively engaged Board of Directors and a strong volunteer network.

The WWN is looking to hire its first Executive Director (ED) to lead the transition from a founders-based team to a professionally run organization, maintaining the vision and integrity of our mission, while providing new ideas, leadership, structure and efficiencies. Working at the direction of the Board of Directors the ED will be responsible for growing and managing the WWN's operations and programs on a day-to-day basis and determining its strategic focus.

This is a part-time work-from-home position to start, with the opportunity for an expanded role as the organization grows. The ideal candidate must be highly motivated, self-starting, professional and articulate, organized, and creative. This includes education and work experience relevant to operating a nonprofit volunteer organization, environmental advocacy, grant writing, outreach and communications, and volunteer engagement.

KEY RESPONSIBILITIES

- Provide leadership, planning, and management of activities carrying out the WWN's mission. Work with the board and its committees to establish strategic focus, priorities, the general scope of programs that the WWN will deliver, and ensure implementation.
- Provide day-to-day oversight of the WWN's current programs including water quality monitoring, and invasive species prevention and management. Plan and implement new programs.
- Plan, manage and pursue funding for projects related to further the implementation of the Lake Winnisquam Watershed Management Plan.
- Solicit and manage volunteers for WWN programs.
- Maintain and grow relationships with key stakeholders, including businesses, government officials, other nonprofits, volunteers and donors, and seek partnership opportunities to support the mission of the WWN.
- Identify and pursue appropriate grant opportunities and produce required reports to funding sources.
- Manage monetary resources to ensure WWN's financial health and work with the Finance and Fundraising committees to develop an annual budget and fundraising plan. Plan and implement fundraising strategy and events.
- Help to maintain and expand the WWN's membership. Build relationships with current and potential major donors.



- Engage in outreach activities that create positive exposure for the WWN and represent the WWN at public meetings and events.
- Create press releases to publicize WWN successes and perform media interviews.
- Work with board committees to create, curate and schedule social media posts and email campaigns, and keep the WWN website current.
- Assist with the creation of newsletters, brochures, handouts, and other outreach and marketing materials to keep stakeholders informed about organizational updates, events and initiatives.
- Handle all email and telephone correspondence promptly and professionally.
- Communicate effectively with the BOD and provide it with the information needed to make informed decisions.

Qualifications

- Bachelor's degree in related environmental or nonprofit management field or equivalent experience
- Experience with programs to protect the environment, ideally with a water quality focus. Passion for environmental sustainability.
- Strong aptitude for verbal and written communication, presentation, and relationship development
- Demonstrated leadership skills that foster collaboration and inspire participation
- Excellent grant writing, tracking and reporting skills with demonstrated success
- Understanding of board of director relations and governance practices
- Experience with budgeting and/or financial management
- General business/office administration including record keeping
- Self-starter, ability to work independently
- Solid computer skills
- Familiarity with the NH Lakes Region area is a plus.
- A background check and references will be required for final candidates

Work Hours & Location: Flexible. 24 – 30 hours/week to start. Occasional weekend and evening hours will be required. The job is hybrid, mainly remote with some events and meetings in person.

Pay Range: \$30 - \$40/hour commensurate with qualifications and experience. As emphasized in this job description, expanding the WWN's financial resources is a key priority for the incoming Executive Director. Assuming successful resource development that enables the organization to prioritize compensation increases for staff, there is opportunity for growth in the Executive Director's role and compensation over time.

Benefits: Include holidays, paid time off and health care stipend.

The Winnisquam Watershed Network is an equal opportunity employer and will consider all candidates for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age or disability.



Interested applicants should send their resume to info@winnisquamwatershed.org.