



DEDICATED TO THE PROTECTION AND STEWARDSHIP OF THE APALACHICOLA RIVER & BAY SINCE 1998
PO Box 8, Apalachicola FL 32329 (850) 653-8936 info@apalachicolariverkeeper.org

JOB ANNOUNCEMENT: Executive Director

Founded in 1998, Apalachicola Riverkeeper is a non-profit, independent organization that serves as an advocate for the Apalachicola River and Bay, its watershed, and the citizens to whom this significant resource belongs. The Apalachicola Riverkeeper is seeking an executive director to play a pivotal role in the operations of a small team and strong volunteer and membership base. The ideal candidate will bring a collaborative leadership style, strategic thinking, and a genuine passion for conserving one of the most biodiverse rivers in the United States. If you are passionate about raising environmental awareness, committed to helping grow and strengthen our organization, and eager to work in a natural community of exceptional diversity, rarity, and value, we encourage you to apply.

Title: Executive Director

Annual Salary: \$68,000-72,000 depending on experience, benefits include paid vacation and sick time, flexible work schedule, and stipend for healthcare coverage

Location: Apalachicola, FL and surrounding region

Reports to: Board of Directors

Hired by: Board of Directors

Supervises: Administrative Support

Status: Full time/exempt

Website: <https://apalachicolariverkeeper.org/>

OVERVIEW: Oversee the operations of the non-profit organization, Apalachicola Riverkeeper
Development and Donor Management- 45%

Development and Donor Stewardship

- Cultivate deep relationships with existing and potential high value donors

- Develop procedures and methodologies for maximizing contributions from high value donors
- Plan and propose an annual organizational budget in conjunction with fundraising goals in coordination with board executive committee and finance committee
- Work effectively with Board of Directors to set fundraising goals, establish annual fundraising plans, and pursue appropriate and effective fundraising opportunities and partnerships
- Meet regularly with accountant to review monthly revenue and expenditures reports

Donation management:

- Monitor incoming donations and oversee efficient/accurate input into donor database
- Oversee bank deposits/reports
- Compose thank you letters
- Regularly communicate and coordinate the signing and personal messaging of major donor thank-you letters
- Draft and send personal note cards to donor's special circumstances, e.g., large donations, contribution in response to a personal request for a donation, etc.
- Problem solves donor/donation issues/questions effectively and in a timely manner
- Process special requests from members, e.g., gift memberships, in memoriam (writing personal letters to donors and those on whose behalf they are donating

Grant Management:

- Research new grants
- Prepare letters of interest to potential grantors
- Draft and submit grants to current foundation donors
- Follow-up on grant requests and manage approved grants
- Report regularly on grant activity to Board of Directors

Board/board committee meeting coordination, administrative and communication support-15%

- Respond effectively to the Board of Directors collectively and individually
- Represent the board, board interests and mission to the public
- Prepare meeting materials, including the agenda and set of current financials for the bi-monthly board meetings in coordination with executive committee of the Board of Directors.
- Provide tools and administrative support to assist with inter and intra-board communications and policy development and direction

Outreach and Member Management- 40%

Membership:

- Oversee annual membership renewal lists
- In coordination with Riverkeeper, communicate effectively and regularly with members
- Develop and maintain membership policies
- Work with Outreach Director and Riverkeeper to develop membership recruitment and retention efforts

Programs:

- Support development of special events, public outreach, and education programs by Riverkeeper and Outreach Director to support the organizational mission
- Consistent with Board priorities and Executive Committee direction, provide administrative support, logistical coordination and technical consultation with Riverkeeper and for all programs and organizational initiatives as requested

Print Publications:

- Oversee draft/edit/review of all non-routine written organizational, staff, and Board communications intended for external use

Staff/volunteer supervision:

- Communicate regularly with the Riverkeeper, Director of Outreach, Administrative Director to improve organizational and organizational processes
- In alignment with the organizational chart, develop and supervise relevant staff, volunteers when applicable, interns, and contractors
- In alignment with the organizational chart, evaluate relevant staff performance, hire/terminate staff
- Act as line manager for administrative support and development staff.
- Resolve issues related to staffing, job duties, etc.

Contract management:

- Manage all organizational, project and personnel consulting contracts and sub-contracts to include maintaining professional project management files (fit for audit), deliverable schedules, team meeting coordination, and monitoring contract deliverables (delivery, invoice, and payment processing to contractors)

How to apply: Email resume, cover letter, and three references to

info@apalachicolariverkeeper.org. Please describe as specifically as possible how your experience, interests, and values are a fit with our mission. Applications will be reviewed on a

rolling basis, and consideration will be given as applications are received. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every task in the job posting. We are most interested in finding the best candidate for the job, and that candidate may come from a diverse range of backgrounds. We strongly encourage those interested who bring new perspective to apply.

All qualified applicants will receive consideration for employment without regard to and will not be discriminated against on the basis of race, color, age, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, physical or mental disability, or covered veteran status.