

COWPASTURE RIVER PRESERVATION ASSOCIATION
EXECUTIVE DIRECTOR POSITION DESCRIPTION

Position Title: Executive Director (part-time)
Reports to: Chairman of the Board

Position Summary:

Serve as staff for nonprofit watershed conservation organization. Oversee river monitoring and environmental education programs. Edit newsletter and coordinate media/outreach/community visibility efforts. Develop and implement fundraising activities. Handle organization administration.

Position Responsibilities:

- Work in conjunction with the volunteer Board of Directors to identify and implement activities of the association.
- Develop and implement fundraising plan in consultation with Board to ensure fiscal solvency of the association. Oversee and participate in personal contact with donors and potential donors by writing letters, participating in phone outreach and personal visits. Research, submit, and manage grant proposals.
- Oversee ongoing river monitoring activities and participate in monitoring as necessary.
- Develop, oversee, and participate in environmental education programs, in both the local school systems and community-wide.
- Manage volunteers.
- Coordinate special events such as the annual meeting, summer picnic, and Adopt-A-Stream clean-up activities.
- Publish/edit newsletter (three times per year). Solicit/write articles, design layout, coordinate printing and mailing (post and electronic).
- Conduct outreach to other water-related organizations regionally and downriver, attend meetings, conventions and networking to represent the association.
- Serve as primary contact for the association.
- Maintain member/donor contact information, board meeting minutes, and other organizational/administrational files.
- Work with the board president and committees to set agenda for bi-monthly meetings. Lead board in annual strategic plan review. Oversee new board member orientation.
- Assist the treasurer with accounting, tax issues and annual budget preparation.
- Handle other duties as assigned by Board.

Education/Experience Required:

- College degree preferred. Experience in fundraising and/or public relations preferred.

Skills/Abilities Required:

- Knowledge of water/environmental issues.
- Knowledge of fundraising methods, including foundations, donors and events.
- Experience in public relations, including generating press coverage.
- Ability to manage volunteers.
- Experience in working with a board of directors.
- Excellent computer skills and personal computer hardware.
- Excellent communication, organizational and time management skills.
- Strong analytical and problem-solving skills.
- Strong attention to detail.
- Ability to work independently, be self-motivated and have initiative.
- Ability to work under deadlines, handle multiple tasks and prioritize workload.
- A love of nature, conservation of resources and green space.
- A Valid Drivers license recognized in the state of Virginia and reliable transportation.

If interested, please send your letter of application and resume to:

CRPA
P.O. Box 215
Millboro, VA 24460

Or Submit your application electronically to:

directorcrpa@gmail.com