Wolf Creek Community Alliance Executive Director Position

Description

Wolf Creek Community Alliance (WCCA) is seeking an executive director who wants to lead our organization into the future.

Posted May 24, 2022

Title: Executive Director (part-time position)

Location: Grass Valley, CA

Mission

The mission of the Wolf Creek Community Alliance is to preserve, protect, and restore the Wolf Creek Watershed by increasing knowledge, appreciation, stewardship, and public access to the creek.

Position Summary

We are looking for an experienced part-time executive director to oversee day-to-day operations and activities to achieve our mission. The Director is a major face of the organization, a self-starter who motivates and inspires donors, partners, and volunteers to participate. They have excellent communication skills and an ability to work collaboratively with partners. Working closely with and reporting to the Board of Directors, the executive director oversees programs and works with our board committees and volunteers. The exceptional candidate not only understands local environmental/watershed issues, but also has experience developing and implementing a fundraising plan and, with the Board, cultivating good relationships with donors. Prior experience recruiting and managing volunteers is essential, and established relationships with local community groups is a plus. Work will be performed from a home office. Hours are mostly flexible with some evening meetings and frequent Saturday events.

Responsibilities

- Mission and Goals
  - Develop and implement strategies to promote the organization’s mission
  - Create plans for the attainment of goals and objectives set by the board of directors
Review reports by board and advisory board committees to acquire full understanding of the organization’s activities and positions

- **Fundraising**
  - Direct and implement fundraising efforts, including making an annual fundraising plan and final report.
  - Provide support to BOD in their fundraising efforts
  - In the first year, implement grants and write final reports for projects written by previous ED.
  - Research, write, and manage grants, write reports
  - Oversee the membership/donor/volunteer databases.

- **Programs**
  - Oversee and manage Preservation, Restoration, Stewardship, and Education programs
  - Oversee and manage Water Quality Monitoring Program*
  - Lead activities and recruit volunteers for these programs
  - Work with committees engaged in other WCCA activities, including Adopt a Highway and Trails
  - Write grants and fundraise to support these programs

- **Collaboration, teambuilding, partnerships**
  - Represent the organization at meetings and events in varying capacities: speaking, commenting, presenting, tabling, listening, and participating
  - Forge and maintain relationships with stakeholders, foundations, partners, schools, and government agencies
  - Build an effective team by providing guidance and coaching to volunteers, advisory board committees, and potentially, staff.

- **Reports and Communications**
  - Prepare monthly ED reports for BOD meetings
  - Create a monthly newsletter
  - Post to website and social media
  - Prepare and present an annual Water Quality data report for annual Technical Advisory Committee meeting
  - Prepare and submit annual report to NID in lieu of rent
  - Prepare an Annual Report including a fundraising report

**Requirements**

- Proven experience as executive director, program manager, or other leadership position for a non-profit organization
- Experience in developing strategies and plans to achieve organizational, fundraising, and grant management goals
- Skills and experience in donor cultivation and management, grant writing, volunteer and project management, and database management.
- Good understanding of financial statements, ability to create and follow realistic budgets, and measures of performance
● Knowledge and understanding of non-profit governance principles
● Ability to solve problems on a small budget
● Proficiency in Word, Excel, Powerpoint, Google Docs, and some database experience
● Excellent communication skills: oral, written, and some public speaking/presentations
● Degree in hydrology, biology, environmental science, environmental engineering, environmental education, or another related field.

**Hours and Salary Range**
Up to $3,200 a month, at 60-80 hrs a month*
$30-40 per hour, commensurate with experience
*depending on whether candidate directly manages water quality monitoring program
Potential for position to expand to full time dependent on increased grant funding and general fundraising

**To Apply:**
Please send your cover letter, resume, and contact information for three references as PDFs to josie.crawford@wolfcreekalliance.org with ED Position in the subject line.
Application review and interviews will be conducted on a rolling basis.
Position is open until filled.
Start date is July 18.

*Wolf Creek Community Alliance is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, age, disability, veteran status, sexual orientation, or any other protected status. Women, BIPOC, LGBTQIA+ people, and members of other historically disenfranchised populations are strongly encouraged to apply.*