



Title: Executive Director

Status: Full-time, salaried, 1-year position with extension contingent on successful fundraising

Compensation: \$50,000 - \$60,000, commensurate with experience and qualifications

Benefits: Flexible work schedule, cell phone stipend, mileage reimbursement, office supplies/equipment, professional development

Reports to: Board of Directors

Location: Northern Arizona, remote, with travel throughout the Oak Creek watershed

Anticipated Start Date: June 2022

To Apply: Submit resume, cover letter, and references to board@oakcreekwatershed.org by June 3, 2022

OVERVIEW

The Oak Creek Watershed Council, a nonprofit dedicated to preserving the health and integrity of Oak Creek in northern Arizona, is seeking an Executive Director to lead its day-to-day operations. The Executive Director is responsible for administration, development, project management, public relations, and supervision of seasonal field staff. The ideal candidate understands the strengths of a small nonprofit while being committed to working through the challenges. The ability to work efficiently, prioritize strategically, and lead effectively is necessary. OCWC leads cleanup events along the creek, provides educational materials to community members and visitors, trains citizen scientists, and is a leader of stewardship and Leave No Trace principles. The Executive Director is supported by a 9-member enthusiastic, working board.

ESSENTIAL DUTIES & RESPONSIBILITIES

Project Management (40% of position)

- Oversee the day-to-day execution of project deliverables
- Coordinate cleanup events and additional outreach activities
- Perform field work, including water quality testing, pet waste station management, recreation impact monitoring, or other project commitments as necessary

- Develop and nurture relationships with community partners and Oak Creek Watershed Council stakeholders

Administration and Finance (20% of position)

- Develop and implement annual budget
- Manage donations & contacts via CRM platform
- Work closely with contracted accountant on bookkeeping, payroll, and IRS reporting
- Communicate OCWC's valuable work and engage the public; send regular email updates, maintain social media channels, and respond to phone calls and email inquiries
- Keep website up to date
- Follow necessary human resources protocols

Development (20% of position)

- Write grant proposals and project budgets in alignment with organizational goals
- Manage grant reporting and deadlines
- Research, develop, and steward foundation supporters and potential funders
- Work closely with the board to nurture individual donors and local business sponsors

Leadership and supervision (20% of position)

- Hire, train, and supervise field staff, including regular check-ins and performance reviews
- Update board on a regular basis; engage in two-way dialogue on action items
- Hold big-picture vision for organization and implement in the day-to-day

SKILLS & KNOWLEDGE

- Excellent verbal and written communication skills; ability to communicate complex issues clearly and succinctly
- Demonstrated experience working with and communicating effectively with people from a variety of backgrounds
- Community outreach, collaboration, and capacity-building
- Experience with grant writing and fundraising work
- Experience creating and utilizing program budgets and financial reports
- Be a self-motivated, detail-oriented, and organized problem-solver
- Ability to prioritize and multitask
- Knowledge of aquatic ecology, water conservation, and natural resources
- A commitment to stewardship of water resources and ecologically important streamside habitats

MINIMUM QUALIFICATIONS

- Bachelor's degree and/or professional experience that demonstrates the ability to learn, think critically, and work well with others
- Ability to navigate uneven terrain, wade in shallow waters, navigate steep slopes, work in adverse weather conditions, and have a risk-management mindset

- Willingness to travel (for field work throughout northern Arizona), work long hours in the field, and work some holidays and weekends. Generally spring and summer are busy with a reduced workload in the late fall and winter
- Familiarity with the Oak Creek watershed and Sedona area
- Proficient in Microsoft Office Suite, G Suite, donor CRMs, and communications platforms
- 2+ years of managing staff
- Reliable transportation
- Ability to pass a background check

PREFERRED QUALIFICATIONS

- Advanced degree and/or lived experience in aquatic ecology, water resources or nonprofit management

No candidate will meet every requirement. If you're excited about the position and think you may be a good candidate, we encourage you to apply.

NOTES

- This position is subject to the availability of grant funds.
- This position does not include health insurance or retirement benefits.
- This job description may evolve as the needs of the organization change. Other duties and instructions not listed here may be requested.
- Oak Creek Watershed Council is an equal opportunity employer. We actively seek diversity in our candidate pools. Applicants of all identities are encouraged to apply.

Oak Creek Watershed Council is a small organization where representatives have multiple responsibilities and roles. We strive to uphold community values in everything we do. Our ideal candidate will be dependable, trustworthy, and able to follow up with and complete tasks in a timely manner. Applicants must be very organized and whole-heartedly embrace our values and mission. Oak Creek Watershed Council, Inc. is a nonprofit organization based in Northern Arizona dedicated to preserving the health and integrity of Oak Creek. Visit www.oakcreekwatershed.org for more information.

To Apply: Submit resume, cover letter, and references to board@oakcreekwatershed.org by June 3, 2022. Please direct questions to board@oakcreekwatershed.org. No phone calls, please.

All persons employed by OCWC, regardless of classification status, are employed on an "at-will" basis. As such, employment can be terminated with or without cause, and with or without notice, at any time, at either your option or the option of OCWC. No supervisor, coordinator, manager, or other representative of OCWC other than the Executive Director has the authority to enter into any agreement or contract for employment for any specified period of time. The provisions contained in this policy supersede any and all previous oral or written statements or representations that have been made by OCWC or by someone purporting to represent OCWC. Employees should be aware, while OCWC employees are required to participate in regular performance evaluation; this evaluation process is not intended to be a means of creating legal rights and does not affect the "at-will" nature of the terms of employment.