

## **JOB DESCRIPTION**

**TITLE: Executive Director, The Watch Hill Conservancy**

**SUPERVISOR: Board of Directors and its Executive Committee**

**LOCATION: One Bay Street, Watch Hill, RI**

**SUMMARY OF POSITION:** *The Executive Director (ED) is the Chief Executive Officer of a multi-faceted conservation, planning, and historic preservation public charity and membership organization (501(c)(3)) whose mission is to protect and enhance the natural and built environments and the character of the unique and historic shoreline community of Watch Hill in the Town of Westerly, Rhode Island. In addition to directing all conservation and historic preservation activities for the organization, the Executive Director oversees and directs all administrative and support staff including outside consultants, and develops and manages an annual budget. The Executive Director is responsible for all official communications, electronic and print. The Executive Director is a public spokesperson for the organization as well as its chief development officer, responsible for fund raising, and liaison with donors. The Executive Director reports to the Board of Directors and serves to execute the organization's mission, strategy and priorities as set by the Board.*

The major initial responsibilities of the ED will be:

- 1 Assist the Board of Directors to establish a focused statement of mission for The Watch Hill Conservancy (WHC). Once a mission statement has been clearly defined, assist the Board to update the organization's strategic plan by engaging a facilitator to conduct a **strategic planning process** to clearly identify and articulate WHC goals, objectives, priorities, and metrics of success for the next five years.
- 2 Execute the strategic plan and **inspire the membership, partners, and community** to embrace our mission.

The major ongoing responsibilities of the ED will be:

- 1 **Administrate** and **supervise** current programming and staff.
- 2 Direct current WHC projects on **historic preservation and sustainable development**, and develop new initiatives to promote these values of the WHC.
- 3 Expand WHC **relationships** with similar community and environmental organizations in the region. Represent the WHC in local, municipal and state-level forums where issues significant to the Conservancy are considered. Establish the WHC as a trusted, respected, and valued partner organization in local and regional initiatives.
- 4 Nurture and expand the WHC **membership** and **donor** base.
- 5 Assess, and if required, adjust the WHC **administrative system** to be as effective, timely, efficient, and comprehensive as possible.
- 6 Manage all **communications** for the WHC, including web-based, electronic, print, and social media.
- 7 Develop and administer an annual **budget**. Identify and raise needed funds. Utilize the Board where needed.
- 8 **Identify** and apply for grants and other **funding sources** to support programs and projects.
- 9 Support and lead a small but passionate and extremely effective professional **staff**.

**QUALIFICATIONS:**

*Applicants must have an undergraduate or graduate degree preferably in a field relevant to public administration, public service, communication, business and marketing, or natural or cultural resource conservation.*

*Highly qualified applicants have demonstrated experience and accomplishment in budget development, budget management, and staff management; demonstrated success in donor development and grant writing; demonstrated success in administrative execution with attention to detail and timeliness; demonstrated excellence in writing and public speaking; demonstrated proficiency in overseeing print and electronic communications including social media and web site management; familiarity with the Rhode Island and Connecticut conservation communities; familiarity with local politics and culture; evidence of success in leading a land conservancy, land trust, or regional environmental conservation organization; administrative experience with a small NGO, or conservation NGO like the WHC; experience in communicating program activities to a volunteer Board and Executive Committee; and a passion for the conservation of community, historical preservation/cultural identity, and biodiversity is preferred.*

**APPLICATION INSTRUCTIONS:** *Applicants must provide a current resume, names and contact information for three references, and a written letter of application that describes the applicant's proven, demonstrated competence in each of the stated qualifications. Applicants must also provide a one-page précis of their views on the role of local conservation organizations, such as the WHC.*

*Application materials shall be emailed as a single pdf document to [whconservancy@gmail.com](mailto:whconservancy@gmail.com). Applications will be reviewed beginning December 1, 2018.*

**REVIEW PROCESS:** *Application packages will be reviewed by a search committee. Applicants will be judged on their ability to meet the qualifications for the position, the clarity of their writing, quality of recommendations from references, and their vision for the role of small conservation organizations such as the WHC. Exceptional candidates will be invited to meet with the search committee.*

**COMPENSATION:** *This is a full-time position including occasional evening and weekend hours. Salary is commensurate with experience.*