

EXECUTIVE DIRECTOR

Our client, **The Watch Hill Conservancy** (“the Conservancy”), is currently seeking an experienced and charismatic **Executive Director** to join its growing organization. The position is based in **Watch Hill**, a seaside fire district of **Westerly, Rhode Island**.

MISSION

The Conservancy was established as a 501(c)(3) non-profit, charitable organization in 1999, and its mission is to conserve, enhance and maintain the natural, scenic and historic values of Watch Hill and Little Narragansett Bay. To achieve this mission, the Conservancy informs the public about the importance of Watch Hill’s natural environment, helps maintain the historic character of its built environment, and showcases its cultural values through educational programs, lectures and presentations.

A UNIQUE LEADERSHIP OPPORTUNITY

The Conservancy, a dynamic and respected institution with a highly engaged Board of Directors and Science Advisors, strives to make a positive impact in a community rich in history, character and natural beauty. With a growing membership of more than 350 families and businesses, the Conservancy plays a visible and influential role in the community.

We seek a visionary leader who will take the Conservancy to a new level of service and excellence. The Conservancy’s challenges are many, including:

- As a result of sea level rise and storm surge, Watch Hill’s Bay Street is one of the most vulnerable coastal communities in Rhode Island, and the Conservancy is involved in its proactive protection and enhancement;
- Watch Hill is a recognized Historic District in the National Registry of Historic Places, and the Conservancy is committed to monitoring land use and zoning decisions that affect community character and historic distinction;
- The Conservancy is the primary steward of the 70+ acre Napatree Point Conservation Area, one of the most pristine barrier beach ecosystems in southern New England.

The successful candidate will join a strong, financially healthy organization that aspires to be even stronger. The next Executive Director of the Conservancy will be its third in its 24-year history. This is a unique opportunity for the right person to lead and grow a vibrant organization to conserve and preserve a unique and environmentally and historically important seaside community.

YOUR ROLE

The Executive Director will have overall strategic, fiscal and operational responsibility and will report to the Board of Directors. The Executive Director will be responsible for leadership and

promotion of the organization's key mission and will engage and inspire its members, partners and the community. The Executive Director will oversee the organization's current 2 full-time and 15+ part-time, seasonal or independent contractor staff members and will collaborate with the Board of Directors, Advisory Council and Science Advisors.

Organizational Leadership

- Plan, organize and direct the Conservancy's operations and programs
- Oversee financial planning and the budgeting process
- Supervise and inspire a small, dedicated staff of full and part time employees
- Nurture and expand the Conservancy's membership and donor base
- Manage all communications for the Conservancy, including web-based, electronic, print and social media
- Serve as an ambassador to ensure that the Conservancy continues to be a valued partner with members, community organizations and public leaders
- Develop and enhance the organization's processes and policies
- Lead preparation of annual workplans

Fund Development

- Refine the strategic approach to all aspects of fundraising, including membership, corporate sponsorship and grant/public funding
- Identify grant opportunities and manage all grant writing proposals to secure private, State and federal funding
- Cultivate and maintain the individual donor base
- Establish a legacy giving program
- Plan and execute the annual fundraising event
- Manage the day-to-day financial affairs of the Conservancy
- Prepare monthly financial updates/reports for review by the Executive Committee and/or Board

Program & Event Development

- Cultivate relationships with other non-profit organizations to develop collaborative and mutual mission-serving events
- Manage the Conservancy's programming facility, the Chaplin B. Barnes Reading Room in the historic Lanphear Livery building
- Oversee all event planning details, including but not limited to: venue, community partners, theme, ticket pricing, music, food and sponsor activation
- Execute on the current Strategic Plan and prepare to begin a collaborative process for updating that Plan

YOUR EXPERTISE

- 5 + years of business/non-profit leadership experience preferred
- Knowledge of standard non-profit business practices
- Demonstrated success developing/executing strategies that achieve defined objectives
- Successful management of organizational finances and operational budgets
- Quantifiable fundraising success with major gifts/grants/corporate sponsorships
- Commitment to quality programs and data-driven program evaluation
- Engaging communicator, with strong writing, public speaking, networking and negotiating skills; ability to connect with a range of audiences and community partners
- Experience supervising staff and/or volunteers to engender a team spirit based on mutual trust and respect
- Passion for the conservation of natural resources and preservation of community and historical character
- Some familiarity with municipal government processes, particularly conservation, zoning and land use planning
- Flexibility to work occasional evenings and weekends
- Experience with Microsoft Office 365 suite, Quickbooks and donor management data systems such as Bloomerang
- Bachelor's degree

Salary range: \$80,000-\$100,000

INTERESTED?

Have we described a role that you have been seeking, along with a set of skills you possess? If so, we'd like to hear from you immediately. Please forward your resume to mkolev@operationsinc.com.

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