



EXECUTIVE DIRECTOR

The Little Miami Watershed Network (LMWN) is currently seeking a part-time Executive Director. The Executive Director will report directly to the Leadership Team. Compensation as an Independent Representative: \$20 per hour for approximately 20 hours per week for 50 weeks.

LMWN is a Citizens Watershed Action Group that is interested in the Preservation and Protection of the Little Miami River and surrounding watershed. **LMWN** is a component of the Greene County Community Foundation that presents educational and volunteer programs to the public and supports other organizations working for the conservation of the LMR watershed.

Primary Job Responsibilities

1. Coordinate recruitment of members, trustees, and volunteers to provide financial and personnel sustainability.
2. Represent **LMWN** at public events and collaborative meetings.
3. Staff oversight.
4. Project oversight.
5. Direct goals and activities of Strategic Plan.
6. Support Code of Regulations and Policies and Procedures.

Specific Tasks

- 1a. Recruit and maintain paid memberships.
- 1b. Ensure the financial health of the organization through grant writing and other fundraising activities.
- 1c. Assist the Treasurer in preparing the annual operating budget for the Leadership Team's approval.

- 2a. Be responsible for administrative functions such as planning general members meetings and organization events, scheduling, project record-keeping, tracking action items, data management, ensuring organization policies and procedures are being followed and ensuring all meetings have agendas and minutes.
- 2b. In collaboration with the Leadership Team, ensure that all commitments regarding projects are being met.
- 2c. Oversee volunteer involvement in collaboration with Project coordinators.

3. Assist Project coordinators to ensure project commitments, including grant requirements, are being met.
4. Work with the Leadership Team on various strategies to ensure that the mission of the organization is being met.
5. Work with the committees to implement and maintain Greene County Community Foundation's Governance Policies and Procedures.
 - 5a. Coordinate public relations including press releases, publishing of newsletter, maintenance and enhancement of website, e-mail blitzes, and establish/maintain Facebook presence, including oversight of Social Media Intern.
 - 5b. Represent the **LMWN** in the community including organizing and making presentations, create and maintain partnerships, and assist with educational programs, conferences, and other outreach efforts.
6. Such other duties as the Leadership Team may require.

Job Qualifications

1. Previous administrative and/or management experience with non-profit organizations to demonstrate leadership skills.
2. Demonstrated interest in and passion for environmental protection and the mission of the **Little Miami Watershed Network**.
3. Experience in non-profit fund raising and volunteer recruitment.
4. Demonstrated knowledge and competency in Microsoft Office, data bases, and social media software including data management skills.
5. Excellent written and verbal communication skills.
6. Ability to interact/work with a variety of stakeholders.
7. Personable and welcoming personality.

Selection Process

~ Interested applicants should submit a resume, references, and a statement of why they are interested in this position to **wendydyer4186@gmail.com by Sept. 15, 2021**.

~ After evaluating applications, the Leadership Team of LMWN will interview candidates in early October.

~ The selected candidate will be expected to **start November 2021** but accommodations can be made.

~ There will be a 6-month performance review.

LMWN vision: **A high quality, sustainable Little Miami watershed for people and wildlife now and in the future.** Mission statement: "Our mission is to facilitate communications, build partnerships and promote stewardship and sustainability across the watershed." LMWN is a component of the Greene County Community Foundation and has 501.c3 status through them.