



Waterfowl Chesapeake Executive Director Job Description

Organizational Overview

Waterfowl Chesapeake Inc. (WC) is a 501(c)(3) nonprofit organization dedicated to the creation, restoration and conservation of waterfowl and their habitat throughout the Chesapeake Bay Watershed and nearby coastal bays. WC will accomplish this mission by engaging in collaborative, strategic initiatives with organizations, governments, corporations, foundations, and individuals.

WC was created in 2011 to maintain and build on the conservation successes of our premier event, the Waterfowl Festival, nationally recognized as the oldest and best of its kind. The Festival, now in its 45th year, has raised nearly \$6M to date. Proceeds have been donated to more than 50 national and regional conservation organizations to support restoration of critical wetlands, shorelines, islands, and other habitat in order to protect and reestablish a healthy waterfowl community in the Chesapeake. WC is headquartered on the scenic shores of the Chesapeake Bay in Easton, MD, one of the “Best Small Towns in America.”

An 11 person Board of Directors, which recently renewed and strengthened its commitment to its conservation mission, runs WC. We are seeking a strong conservation leader to take on this exciting opportunity to build an organization and work with a committed group of volunteers to accelerate progress toward the achievement of our mission. See www.waterfowlchesapeake.org for a more detailed description of WC's strategic plan.

Summary

The successful candidate will be able to take WC from its current early stage development and build an effective team to grow the organization. The Executive Director will report to the Board of Directors, principally through the President. He/She will be responsible for the growth and strategic direction of WC, management of the organization and its staff, program management, public relations, and the organization's various fundraising activities. The primary fundraising event is the Waterfowl Festival, which attracts 18-20,000 visitors each year and is considered one of the premier wildlife art and sportsman's events in the nation. In addition, he/she will oversee management of conservation programs, including the Project Registry, which seeks to identify, recognize, and support waterfowl conservation projects that achieve measurable conservation outcomes.

Duties and Responsibilities

Leadership and Management

With the active assistance of the President, the Executive Committee, and Board of Directors develop and carry out organizational goals and objectives, including a successful Waterfowl Festival.

- Chief Executive officer of the organization; responsible for WC's administrative and financial affairs
- Oversees development and management of organizational initiatives, in particular, the Waterfowl Festival
- Oversees annual budget preparation in conjunction with the Finance Committee and monitors ongoing performance
- Supports operations and administration of the Board and its Committees, keeping them informed and reporting on the activities of the organization in a timely manner
- Serves as spokesperson for WC as appropriate, with respect to the organization's programs, objectives, and accomplishments with a goal of raising our visibility within the region
- Hires and supervises employees and paid consultants, including those associated with the Waterfowl Festival
- Oversees facilities and properties

Development

Lead and manage the direction, planning and execution of fundraising and development activities for the organization and the Waterfowl Festival.

- Develop and implement an annual comprehensive fundraising plan that is endorsed by the WC Board
- Plan and coordinate the fundraising events and donor activities of WC including the Waterfowl Festival
- Manage implementation and tracking of all fundraising programs including donor services, donor relations, donor development and cultivation, in conjunction with the organization's development committee
- Research, identify, solicit, cultivate and steward new sources of individual, foundation, corporate and government contributed income, specifically including donors with the capacity of making major gifts
- Produce an annual report that highlights WC's accomplishments for distribution to its constituents

Oversee Conservation Programs

Lead and manage existing conservation programs and scholarships as well as conceive of new programs that advance the conservation mission of the organization.

- Manage and advance the goals of the project registry
- Conceive of, develop and advance new conservation programs, working with the conservation community in the Chesapeake Bay region, to accelerate the conservation priorities of the organization
- Manage and advance the goals of scholarships to students pursuing an advanced degree in biology, ecology and related fields of work

Qualifications

Candidates preferably should have:

- Bachelors degree; an advanced degree preferred
- Involvement and familiarity with nonprofit management, including Board Development
- Demonstrated ability to lead and manage staff
- Demonstrated success with fundraising and program development
- Proven track record for sound fiscal management and responsibility for budget development
- A passionate commitment for creating, restoring, and conserving waterfowl habitat
- Experience working with other nonprofit and government entities with analogous/supportive environmental goals helpful
- Excellent communications skills, both written and oral
- Excellent interpersonal skills, including an ability to network with volunteers, donors, and other members of the Chesapeake Bay environmental community
- Ability to work independently, organize and prioritize work flow, and meet deadlines
- Excellent attention to detail and follow through skills
- Strong organizational skills suited to creating an administrative structure for a relatively new organization to provide a solid foundation for its growth
- Sufficient computer skills and comfort with technology to be able to work largely unsupported and to maintain databases and WC's website

Salary and Benefits:

- Salary: Commensurate with experience
- Benefits Package

Guidelines for applicants: To apply, please send an email, with attachments in Word or PDF, containing a cover letter describing your interest in the position and relevant qualifications along with your resume to: Thea Beckering at tbeckering@waterfowlchesapeake.org. References will not be requested or contacted until an applicant has been interviewed and notified. Waterfowl Chesapeake is an equal opportunity employer.

DEADLINE FOR APPLICATIONS IS September 15, 2015 TO RECEIVE FULL CONSIDERATION.