



Position Announcement

Executive Director of Wicomico Environmental Trust (WET)

Mission of WET

Our mission is to conserve, celebrate, and protect natural resources in Wicomico County and contribute to the restoration of the Chesapeake Bay in order to promote a healthy environment for current and future generations.

Primary Duties and Responsibilities

- **Leadership / Strategy**
 - Oversee and coordinate Wicomico River Creekwatchers program and other WET programs and initiatives to protect and improve the environmental health of the Lower Eastern Shore and the Chesapeake Bay watershed
 - Develop and implement an annual work plan with specific goals related to the strategic plan. Work with the Executive Committee and the Board of Directors to refine strategic plan, craft annual work plan, and conduct annual review of activities
 - Maintain a working knowledge of environmental issues confronting the Chesapeake region and Wicomico County
- **Fundraising / Development**
 - Draft grant proposals in alignment with WET's mission and strategic plan, both for WET alone and for WET as part of consortiums, for WET Executive Committee and Board review. Manage awarded grants to fulfill all deliverables, maintain communication with grants officers, complete timely reporting to granting agencies, and otherwise ensure compliance with all requirements of awarded grants. Build productive relationships with grants officers of funders in the environmental space and with the staff and/or leadership of other organizations with which WET would cooperate on grant projects.
 - Spearhead other fundraising efforts and outreach events, including but not limited to membership drives, annual events, corporate partnerships, and large gifts
- **Program Development / Volunteer Management**
 - Recruit, motivate, and manage staff and volunteers
 - Maintain open lines of communication with the WET Board, members, and volunteers
- **Finance / Budget**
 - Draft the annual budget for Executive Committee review, modification, and recommendation for approval by the full Board of Directors

- **Communication**
 - Build, create, and maintain relationships with other environmental organizations on the Eastern Shore
 - In conjunction with Board members, serve as a public face and spokesperson for WET to the general public, other nonprofits, government officials, and citizen groups

Minimum Qualifications / Qualifications and Experience

Minimum of four years of nonprofit or organizational leadership in the environmental sector. Ability to produce and understand basic budgeting and financial documents.

Preferred Qualifications

- Four+ years in an administrative leadership position of an environmental organization or environmental nonprofit.
- Bachelor's degree (master's preferred) in a field related to science, environment, or public policy.
- Professional experience with the application process and administration of environmental grants, particularly from the Environmental Protection Agency, the National Fish and Wildlife Foundation, the Keith Campbell Foundation, and the Chesapeake Bay Trust.
- Familiarity with environmental issues and laws or regulations affecting the state of Maryland, specifically Wicomico County and/or the Eastern Shore.
- Proficiency in programs for bookkeeping, donor relations CRM (DonorPerfect), telecommunications (Zoom), and the Office Suite.

Salary and Benefits

Starting salary (full-time) will be \$50,000 and will include a health insurance subsidy. The position is with a small nonprofit with growth potential. Standard holidays and 4 weeks paid time off will be provided per year.

How to Apply / Application Timeframe

Email résumé, cover letter, and professional work samples (where applicable to the position description above) to **Madeleine@wicomicoenvironment.org**.

Applications will be considered beginning June 7 until the position is filled.

The Wicomico Environmental Trust welcomes applicants who reflect the vibrant diversity of our community. WET is an equal opportunity employer.