



Farmington River Watershed Association, Inc.

749 Hopmeadow Street, Simsbury, Connecticut 06070

(860) 658-4442 Fax (860) 651-7519 www.frwa.org

Executive Director Job Description

Organization

The Farmington River Watershed Association, based in Simsbury, CT, is a 501 (c)(3) non-profit organization founded in 1953 with the mission to protect and preserve the natural resources of the 609 square-mile Farmington River Watershed. The mission is achieved through: **research** that establishes a comprehensive scientific understanding of watershed functions and health; **education** of the public, government and business communities about the importance of a healthy river system and our collective role in its protection; and **advocacy** at the local, state and federal level for policies and actions that ensure the long-term protection of our watershed resources.

The organization is governed by a 17 person board of directors and is managed by a full-time executive director with current staff that includes three full-time and two part-time employees. The FY 07/08 budget is \$325,100.

Job Description

The Executive Director is responsible for carrying out the initiatives of the Board of Directors and leads the Farmington River Watershed Association in fulfilling its mission. The Executive Director manages all aspects of the organization, including:

- *Strategic planning*
- *Financial management, including budgeting and reporting*
- *Staff and volunteer management, including job descriptions, evaluations, and salaries*
- *Fundraising and funder relations*
- *Membership development*
- *Program development and oversight*
- *Public and media relations*
- *Publications*
- *Liaison between staff and Board*

The Executive Director reports to the Board of Directors. Within the organization, the Executive Director coordinates the efforts of the staff, members, and volunteers. The Executive Director works cooperatively with the Farmington River Watershed Association's partners, including local municipal staff and boards, other non-profit organizations, funders, local businesses, water utilities, consultants, legislators, and state and federal government agencies.

Protecting the Farmington River Through Research, Education and Advocacy.



Qualifications

Education/Experience - The ideal candidate has five or more years professional experience in environmental planning or watershed management; and has a demonstrated understanding of local, state, and federal environmental policies; and regulations protecting rivers, aquifers and riparian lands. A graduate degree in non-profit administration, environmental policy, science, or natural resource management is preferred. Experience in the following areas is important: non-profit management, fundraising, volunteer organizing, board relations, financial management, budgeting, public relations and personnel management.

Motivation/Communications Skills – The Executive Director must demonstrate a commitment to the mission of the Farmington River Watershed Association. The successful candidate is a confident, creative self-starter and a team player with excellent organizational, speaking, and writing skills. The Executive Director should feel comfortable speaking to large groups, managing teams, chairing committees, and working independently.

The Farmington River Watershed

The 609 square-mile Farmington River Watershed is located west of the Connecticut River with its headwaters in Becket, MA. The 81 mile river flows through 16 municipalities in the two states emptying into the Connecticut River in Windsor, CT. The watershed is the sole source of drinking water for the greater Hartford region supplying almost 1/3rd of the state's population with public water supply needs. In addition to having some of the finest fishing and boating opportunities in Connecticut, as well as being the primary watershed for the state's Atlantic salmon restoration efforts, 14 miles of the river are designated as Connecticut's only federal Wild & Scenic river segment. Today, a Congressionally-authorized Wild & Scenic River Study is being assembled on the Lower Farmington River and Salmon Brook (a key tributary) in partnership with 10 towns, the CT DEP, National Park Service, The Stanley Works, and others. Issues affecting long-term quality of the watershed's natural resources include water diversion and allocation, stormwater runoff and impervious cover impacts, loss of habitat due to landscape fragmentation, and recreational usage.

Salary/Benefits

Salary commensurate with experience.

Comprehensive benefits package including health, life, disability, and retirement.

Deadline

Open until filled.

Application Process

Please submit a cover letter, resume, and references via regular mail or email to:

Search Committee
Farmington River Watershed Association
749 Hopmeadow Street
Simsbury, CT 06070

Email to EDSearch@frwa.org

FRWA is an Equal Opportunity Employer.