

Executive Director Job Announcement

Friends of the Cedar River Watershed (FRCW) is one of the Seattle area's leading environmental groups, with four successful programs focused on the protection and enhancement of vital watersheds in the most densely populated area of the State of Washington. FCRW is seeking an experienced Executive Director with proven management skills, a fundraising track record, an empowering leadership style, and an ability to work with a diversity of organizations and individuals.

Founded in 1996, FCRW (www.cedarriver.org) is a private, non-profit 501(c)(3) organization dedicated to the protection and restoration of the Cedar River/Lake Washington Watershed. The FCRW mission is: *Engaging people to enhance and sustain watersheds through restoration, education, and stewardship.* FCRW excels at local engagement programs for residents, youth, educators, stakeholders, business leaders, and policy makers.

FCRW strategically engages citizens in rural and urban communities and has over 1,700 active volunteers and 8 staff, including the Executive Director, Development Director, four Program Managers, and support staff, with an annual budget of \$500,000.

The Executive Director reports to the Board of Directors, which governs FCRW, and implements Board decisions and policies.

This is a unique and exciting time in FCRW's history. The organization is poised for growth and expects to strengthen its infrastructure and programming in order to effectively implement its mission. FCRW operates four programs: Cedar River Salmon Journey, Volunteer Habitat Restoration, Watershed Report, and Stewardship In Action. To develop a sustainable community, these programs encourage stewardship through strategic partnerships with local residents, schools, government agencies, businesses, and affinity groups.

The FCRW Board of Directors is looking for a resourceful leader with excellent management skills and experience to guide the organization as it embarks on this exciting phase of its life.

Minimum Qualifications

- Bachelor's Degree
- Three years' experience in business management and organizational leadership
- Experience with non-profit organizations
- Experience in directing an organization, business, program, or department, as well as training, coaching, supervising, and evaluating staff members
- A record of inspiring and communicating effectively with staff, partner organizations, funders, the public, and the media

Ideal Candidate

The ideal candidate will have at least five years of relevant experience and a strong desire to lead an organization that seeks to make an impact on people's lives and the environment. The ideal candidate will have proven success in:

- Managing projects, finance, budgeting, and personnel
- Raising funds and acquiring grants
- Developing and executing short and long-term plans
- Empowering staff and working with a Board
- Developing and sustaining partnerships with diverse organizations, including environmental and educational groups, government, foundations, and corporate funders
- Effectively growing an organization or business

The ideal candidate will be comfortable using spreadsheets for budgeting and financial projections.

Primary Responsibilities

Reporting to the Board of Directors, the Executive Director has overall strategic and administrative responsibility for FCRW staff, programs, fundraising, expansion, and execution of its mission. S/he will be expected to develop an understanding of the Northwest watershed issues; implement Board decisions and policies; cultivate relationships with major donors and key members of the community; evaluate and refine FCRW programs, operations, budgets, and business plans. Primary responsibilities include financial management, fund development, human resources, community relations/advocacy, Board relations, program planning, operational planning and management, and risk management.

Compensation

\$63,000 - \$70,000 DOE

Vacation, Health, and Dental plan

Please send resume, three references, and a one-page cover letter explaining why you would like to be the Executive Director of Friends of the Cedar River Watershed to directorsearch@cedarriver.org. The position will be open until filled with a desired start date of January 13, 2012. Priority will be given to applications received prior to November 28, 2011.