THE WATCH HILL CONSERVANCY
WATCH HILL, RHODE ISLAND

JOB DESCRIPTION

TITLE: Executive Director
SUPERVISOR: Board of Directors and its Executive Committee
LOCATION: Watch Hill, Rhode Island

SUMMARY OF POSITION:

The Executive Director is Chief Executive Officer (CEO) of a multi-faceted conservation, planning, and historic preservation public charity and membership organization (501 (c) (3)), whose mission is to protect and enhance the natural and built environments of the shoreline community of Watch Hill in the Town of Westerly. The Executive Director oversees a core staff of Administrator (responsible for day-to-day operations); office clerical support staff; the Manager of The Napatree Point Conservation Area and staff; the editorial staff (consultants) of the newsletter; the Program Development Manager (consultant) of the Bay Street Utility Project, and various other conservation and historic preservation activities. The Executive Director is the public spokesman for the organization and the development officer, responsible for fund raising and the acquisition of a growing inventory of open space properties.

The position is part-time and flexible, and the Executive Director is an independent contractor.

RESPONSIBILITIES:

1. Promote to the membership and the public a wide-ranging mission, encompassing environmental conservation, protection of wildlife habitat and resources; education (especially children); historic preservation; planning and zoning; economic development; and an understanding of and respect for the character and traditions of a unique shoreline community that is also a National Historic District.

2. Represent the organization to a wide range of publics, including local, state and governmental agencies and officials. Regular appearances at meetings of the Town Council and other municipal agencies, including the Planning and Zoning Boards, the Comprehensive Plan Citizens Advisory Committee and the Harbor Management Commission. When circumstances require, prepare public statements such as Letters to the Editor.

3. Monitor and be fully conversant with key issues relating to the natural and built environments of Watch Hill and other nearby shoreline communities, whether responses to rising sea levels along the coast; planning, zoning and design matters; or sewers in Misquamicut, etc..

4. Identify and help publicize key issues in topics to be included in the newsletter, *The Watch Hill Conservator*. Published generally three times a year, in February, June and August, the newsletter seeks to offer objective and timely information to its local and shoreline readership (roughly 1,200). Executive Director helps select articles, frequently researches and writes them and has final editorial control.

5. Overall responsibility for changing content of the website.

6. Manage and oversee year-round membership campaign to maintain and increase the membership base (currently roughly 800). Involves prompt and gracious response to renewals and contributions, generally with hand-written notes.

7. Responsible for all special funding, both for the core operations and for special projects, such as the Bay Street Infrastructure Project (to date, more than $5 million from private sources).

8. Initiate and foster collaborative relationships with other non-profit environmental organizations, local state and federal; and, as appropriate, provide special support to other Watch Hill institutions, as for, example, addressing road safety issues, with the Fire District and the Improvement Society.

9. Develop long-term strategic approaches to issues, both of the organization and of the community, such as initiating the community-wide Vision 2012 study, whose recommendations were prepared as elements to be included in the Comprehensive Plan of the Town of Westerly.

10. Together with the Park Commissioner of the Watch Hill Fire District, oversee the management of the Napatree Conservation Area. Serve as liaison to the Napatree Science Advisors (scientists and educators) and, through them with the wider scientific community of Rhode Island and the region. (The Advisors came together through Conservancy-commissioned reports of the Rhode Island Natural History Survey.)

11. Oversee the Bay Street Utility Project, in cooperation with the Project Development Manager and other partners, including the Town of Westerly.

12. Overall responsibility for regular communication with the Board of Directors and its committees, preparation of agendas, status memos and minutes of meetings.

13. Overall Responsibility for regular and frequent communication with the public, through speaking, meeting, correspondence, the newsletter, the website and email.

13. With the Chairman, set the agenda for the regular Board meetings.

SKILLS

1. Proven ability to deal with the general public, including public speaking.

2. A background in natural resource management, policy and advocacy. Experience in planning/zoning issues is important. Familiarity with architectural and design issues a plus.

3. Excellent oral and written communication skills.

4. Experience developing and maintaining collaborative relationships with a diverse set of

organizations, private and governmental.

5. Experience in successfully relating to donors, and in grant seeking.

6. Experience with legal, tax, financial and accounting issues relating to non-profit organizations.

7. Familiarity with social media a plus.

8. Proven ability to work easily and productively with Board members, staff and volunteers in operating programs, as well as in planning and running events.

To be considered, please send a resume and one-page cover letter, identifying strengths and suitability. Applications will be considered as submitted and until position is filled.

CONTACT:

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