



## **Job Announcement**

Title: Executive Director

Reports to: Doan Brook Watershed Partnership Board of Trustees

## **About the Doan Brook Watershed Partnership**

The Doan Brook Watershed Partnership (DBWP) is a multi-stakeholder 501(c)(3) non-profit organization protecting and restoring Doan Brook and its watershed. Established in 2001, DBWP works to preserve and restore the bio-diverse, fresh-water resources of Doan Brook and Lake Erie within the context of environmental justice, thus supporting the region's social and economic growth. The Doan Brook Watershed encompasses parts of the cities of Cleveland, Cleveland Heights, Shaker Heights, and Beachwood, including both suburban and urban neighborhoods. DBWP works with widely diverse partners on projects ranging from public education and engagement to strategic planning and physical restoration of the stream and watershed. DBWP staff consists of the full-time Executive Director and a full-time Watershed Program Manager, supplemented by a part-time bookkeeper and a robust volunteer corps, with governance by a Board of Trustees. For more information see our website: <https://doanbrookpartnership.org/>

## **Position Summary**

DBWP seeks an Executive Director (ED) with a passionate commitment to the environment to lead our organization in continuing to restore the Doan Brook and its watershed. The ED will plan and lead all aspects of the organization's work, including organizational functions, implementation of DBWP's varied programs, creation and communication of a long-term vision for the watershed's future, and active pursuit of opportunities to realize that future. The ED must be self-directed and innovative, with the ability to foster collegial, collaborative relationships with diverse communities to establish and accomplish common goals.

## **Essential Executive Director Functions**

The Executive Director will work with DBWP staff to carry out the responsibilities described below.

### *Strategic and Long-Term Planning:*

- With the Board of Trustees, envision and plan the future for the watershed and the organization.
- Continually seek opportunities to execute the existing Watershed Action Plan. Track progress on and regularly update that plan.

### *Program and Project Development and Implementation*

- Work collaboratively with partner organizations and stakeholders to envision and develop programs and projects that meet watershed goals.
- Seek, obtain, track, and report on grants and other funding to carry out projects and programs.
- Work with collaborators and staff to execute projects and programs ranging from education and outreach to design and construction of large and small stream and watershed restoration projects.

- Provide watershed-related services for the DBWP watershed communities of Cleveland, Cleveland Heights, and Shaker Heights.
- Lead DBWP events that inspire watershed restoration and a more inclusive community.
- Provide technical review and recommendations for land use and development plans.

#### *Outreach and Relationship Building*

- Foster positive, collegial working relationships with trustees and with diverse partners, stakeholders, and communities.
- Provide support to DBWP watershed residents through education, technical assistance, and stewardship and recreational opportunities.
- Represent DBWP through public speaking and written communication.
- Ensure visibility of DBWP and its work through social media and other community platforms.

#### *Financial and Organization Operations*

- With oversight from the DBWP Board of Trustees, lead staff and community partners to develop DBWP operations to accomplish our mission.
- Manage routine organizational and financial operations including annual budget, annual meeting, fund-raising appeal, annual audit, etc.
- Hire, support, and oversee staff, contractors, fiscally sponsored partners, and volunteers.

#### **Required Qualities, Knowledge, Skills, and Abilities**

- A minimum of five to seven years of experience in watershed management, stormwater management, natural resource management, environmental policy, or related field.
- Bachelor's degree in biology, ecology, geology, environmental science, or related field.
- Proficiency in Microsoft Office, including PowerPoint, Excel, social media platforms, and desktop publishing.
- Experience in grant-writing.
- Experience in project management.
- Experience in personnel management.
- Excellent oral and written communication, including public presentation skills.
- Ability to travel to events, partners, and various sites throughout the community.
- Ability to work some weekends and evenings.
- Ability to participate in outdoor activities.
- Ability to simultaneously manage multiple projects and programs.
- A passion for environmental and community regeneration.
- Commitment to the DBWP mission and its principles and values.
- Demonstrated vision and self-motivation.
- Strong organizational and leadership skills.
- Ability to set priorities and analyze and solve problems.
- Demonstrated commitment to inclusion and diversity and ability to work positively and collaboratively with diverse colleagues, project partners, and communities.

#### **Preferred Qualities, Knowledge, Skills, and Abilities**

- Graduate degree in related field
- Experience in fundraising in addition to grantwriting

### **Salary and Benefits**

- Hybrid work environment.
- Salary range from \$75,000 - \$80,000, commensurate with experience and education.
- Medical coverage, including dental.
- Paid time off (PTO) to be negotiated based on experience.
- Mileage reimbursement for work-related personal vehicle use at the federal rate
- Equal opportunity employer.\*

### **To Apply**

Provide a cover letter that highlights your qualifications, a resume, and three professional references. Please email to: [ltighe@janusmallassociates.com](mailto:ltighe@janusmallassociates.com) and put “Doan Brook Watershed Partnership ED Position” in the subject line. While there is no application deadline, review of applications will begin on December 12, 2022. Note: interested applicants must be willing to submit to a background check as part of the evaluation process.

*\*Doan Brook Watershed Partnership is deeply committed to creating an inclusive workplace that celebrates the diversity of all of our employees. We respect the dignity and inherent rights of all individuals and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status, or any other federal, state, or local protected class. We continuously focus on equitable hiring, training, promotional practices, and policies because our greatest strength is our team.*