

## **Job Description – Executive Director**

The [West Virginia Rivers Coalition](#) (WV Rivers) was founded by outdoor enthusiasts who care deeply about the Mountain State's renowned free-flowing waters and scenic beauty. Our mission is to advocate for clean and healthy waters for all.

### **Position Summary:**

The WV Rivers Board is seeking a person with demonstrated leadership skills to become the organization's new Executive Director. This strategic, creative, and insightful Executive Director will help ensure the organization continues to thrive in accomplishing our vision for the future and in setting a mutually supportive and energizing organizational culture. The Executive Director is responsible for the overall leadership, strategy, and operation of the organization. These responsibilities include managing a current organizational budget of approximately \$2M; leading a current staff of ten that is projected to grow to 13 by the end of 2024; playing a key role in fund development planning and implementation; developing and sustaining relationships with funders, donors, partners, and policymakers; and maintaining a strong relationship with the Board of Directors.

Strong candidates will have significant work experience in a similar role. Our desired leader is not only a skilled administrator, but also is self-aware, charismatic, inspiring, and authentic. They understand and interact effectively with others and have the ability to build strong relationships with people of all backgrounds. They will have versatile and advanced communications skills and be comfortable with public speaking and engaging with the media. They must exercise tact and diplomacy in professional settings.

The Executive Director must also be an experienced fundraiser with recognized accomplishments in cultivating donor relationships, grant management, and fundraising.

It is essential that the Executive Director be able to successfully manage both a variety and high volume of tasks and communication inputs and outputs simultaneously. This position requires the following key abilities:

- Absorb and process complex information quickly.
- Remain focused when faced with pressure.
- Accept losses gracefully; inspire staff to do the same.
- Manage complex negotiations.
- Commit to ongoing and continuous learning.
- Lead in a remote setting.

The Executive Director reports to the Board of Directors. They will directly supervise 2 - 4 staff members and will oversee their performance management, professional development, and work

plan development. The Executive Director will also partner closely with the Deputy Director and Director of Finance and Operations to chart the organization's growth and strategy.

**Responsibilities:**

The Executive Director has responsibilities across four main areas of work. The summaries below are topline; more details will be provided to candidates who advance to panel interviews.

***Organizational Strategy, Management, and Operations***

- Lead a high performing and engaged team to achieve organizational goals through impactful programs, successful financial management, and operational compliance while maintaining an inclusive, outcomes-focused culture.

***Fundraising***

- Develop and implement a fundraising strategy to secure resources to implement strategic plan initiatives and to ensure the financial stability and sustainability of the organization, including maintaining and building relationships with funders and donors.

***Relationships, Partnerships, and Communications***

- Represent WV Rivers by building relationships with partner organizations, coalitions, policymakers, the media, and other external audiences with the ultimate goal of advancing impact and strategic goals of the organization.
- Develop and execute state-level annual policy agenda and lobbying strategies.

***Board Relations***

- Develop and manage a diverse, engaged Board of Directors to develop and operationalize strategic plans that support the organization's mission, impact, and growth.

**Required experience and qualifications:**

- Passion for the mission of WV Rivers to advocate for clean and healthy waters for all.
- Bachelor's degree or equivalent professional experience in a related field.
- A minimum of five years of relevant experience in a similar role in the nonprofit sector.
- Demonstrated commitment to justice, equity, diversity, and inclusion and the ability to work effectively with and value differences of diverse groups of individuals.
- Persuasive and diplomatic communication skills.
- Excellent personal, mobile and cloud-based technology skills, including office software.

**Attributes we're looking for include:**

- Purposeful, creative, entrepreneurial, and visionary
- Self-directed, self-motivated, decisive, and results-oriented
- Flexible, adaptive, and resourceful

**Desired experience and qualifications**

- Knowledge of climate and energy transition
- State legislature experience
- Technical and policy issue knowledge
- Nonprofit compliance

**Compensation**

The salary range for this position is \$85,000 - \$105,000 and is dependent upon experience and qualifications. We ask that candidates consider this range before applying. WV Rivers offers a competitive benefits package that includes 80% employer-paid health insurance, beginning paid leave of up to 35 days annually, an employer contribution to a retirement plan, and a monthly remote work stipend. This is a full-time, exempt position. Relocation assistance is negotiable.

**Location and Travel**

The Executive Director will be based in West Virginia. This position, along with all WV Rivers' positions, is a remote/work-from-home working arrangement. There is significant required travel, approximately 8 - 12 daytrips per month and 20 - 30 overnights per year, including legislative trips, quarterly in-person staff meetings, Board meetings, and funder meetings. Given the external-facing responsibilities of this role, there will be occasional, required work on evenings or weekends. A valid driver's license is required as is the ability to travel outside of regular business hours as needed.

**How to apply**

We encourage you to apply if you meet at least 75% of the experience and qualifications listed in this description.

To apply, please submit your cover letter and resume to [brussell@wvrivers.org](mailto:brussell@wvrivers.org) with your name and Executive Director in the subject line. For the best opportunity of being considered, please apply by April 30, 2024.

If you require an accommodation or assistance with our application process, please send an email to [brussell@wvrivers.org](mailto:brussell@wvrivers.org).

WV Rivers does not accept solicitations from job placement and recruitment services. No phone calls, please.

**About West Virginia Rivers Coalition**

Today, the WV Rivers is the statewide voice for water-based recreation and clean, drinkable, swimmable, and fishable rivers and streams—from the headwaters to wherever water flows in West Virginia. We're also the West Virginia state affiliate of the National Wildlife Federation and a licensed program of Waterkeeper Alliance.

WV Rivers aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. Diversity at WV Rivers translates into understanding and valuing all perspectives in order to fully accomplish our mission and vision for clean water for all. Candidates must share a commitment to fostering values of diversity, inclusion, equity and justice in all aspects of our programming and advocacy.