

Position Opening

Full-Time Executive Director

Location Preferred: Monterey Peninsula or Carmel Valley

Reports to: Carmel River Watershed Conservancy Board

Release Date: October 25, 2023

Closing Date: Open until filled

Position Start Date: Seeking January 1, 2024

Summary

The Carmel River Watershed Conservancy (CRWC) seeks a qualified applicant with expertise in environmental science, education, and restoration; nonprofit leadership, development & fundraising and organizational expansion to lead CRWC in implementing its mission of Carmel River watershed stewardship. CRWC is hiring a full-time employee to fill this role. Willing to consider part-time for the right candidate (with the ability to transition to full-time in the future).

About CRWC

CRWC is a non-profit 501(c) 3 organization, which began in 2000 when the American Rivers organization designated the Carmel River one of the top 10 most endangered rivers in the U.S.

The Carmel River is 36 miles long and originates on the south side of Miller Mountain in the Ventana Wilderness, through the Carmel River Lagoon and into the Pacific Ocean. The watershed encompasses 256 square miles.

The mission of CRWC is to protect and improve the health of the Carmel River Watershed for the benefit of its natural environment and the public. CRWC envisions a healthy and resilient Carmel River Watershed, which is abundant with native plant and animal species, such as steelhead and California red-legged frogs. A healthy watershed includes sufficient water flows and an environment that balances the interests of the plant, animal, and human communities. CRWC strives to be a model for other watershed conservancies undertaking restoration efforts, and an inspiration for future generations of environmental stewards.

CRWC works with local agencies and other Central Coast partners to implement watershed education programs, lead the annual California Wildlife Day, foster wildfire management outreach in the watershed, advocate for a sufficient water supply, and develop and share the Carmel River Watershed Health Report Card, which informs restoration priorities in the watershed. CRWC also chairs the Carmel River Task Force, which brings together the

watershed's State and Federal agency stakeholders. To learn more, visit our website at: <https://www.carmelriverwatershed.org/>.

Primary Duties and Responsibilities

CRWC seeks a highly organized, motivated, and collaborative candidate to lead the organization's key restoration and education programs in the watershed. Essential duties consist of program development/support, administrative tasks, education and outreach, special event implementation, stakeholder collaboration and directing research and programs, and the ability to garner community and funder support via various fundraising opportunities. The candidate should be able to work both independently and as part of a team. Adept at effectively communicating with a wide variety of stakeholders and members of the public.

Duties include but are not limited to:

Board of Directors Duties

- Organize board meetings, including materials
- Plan annual Board strategic planning retreat
- Help recruit and orient new board and staff members
- Organize and lead Advisory Council meetings, including materials

Financial Duties

- Approve or pay all CRWC bills, make deposits
- Cultivate individual donors until a business development staff person is hired
- Supervise outside bookkeeper; Review financial report drafts
- Buy all office supplies and equipment
- Supervise tax accountant

Outreach-Related Duties

- Solicit corporate and other large contributions
- Write or review newsletter articles and oversee newsletter, website and social media
- Be the face of the CRWC, making presentations and commenting at public hearings
- Oversee development and outreach related to watershed health report card

- Track and share watershed-related media articles
- Oversee watershed education program run by Santa Lucia Conservancy and CRWC public watershed tours
- Lead Carmel River Task Force meetings
- Attend relevant community meetings
- Oversee the preparatory work for annual California Wildlife Day
- Participate in wildfire management meetings/partner with local agencies
- Oversee installation of educational signage

Advocacy-Related Duties

- Write letters to agencies and legislators
- Speak on behalf of CRWC's mission and priorities at public meetings
- Attend watershed-related meetings
- Attend watershed-related seminars

Grant-and Management-Related Tasks

- Identify aligned grantors/foundations
- Draft or oversee grant funding proposals
- Manage grant funds post-approval as needed

Skills and Qualifications Required

- Two or more years of executive director experience in the environmental industry or nonprofit world.
- Leadership and project management experience in a team environment.
- Microsoft Office skills: Word, Excel, PowerPoint; GIS online, Constant Contact and Canva preferred.
- Work a flexible schedule including some evening meetings.

Experience/Education

Any combination of education and experience that would provide the knowledge and abilities listed. A MS/MA degree in the area of Environmental Studies, Physical Sciences, Natural Resources, Biological Sciences, Marketing, Communications, Business, Education, or related field is preferred.

Qualifications Preferred

- Familiarity with relevant California water laws, regulations and history.
- Familiarity with California species and wildfire ecology.
- Spanish or other language writing and speaking proficiency desired.
- Experience in the field of environmental education.
- Business development and fundraising experience.

Compensation

The annual salary range for full-time is \$135,00-\$150,000 commensurate with experience. Benefits package and PTO provided. Considering part-time for the right candidate, half-time compensation would be \$67,500-\$75,000. The expectation would be the ability to transition to full-time in the future.

Work Environment and Location

This position will work from the employee's home office workspace and use personal equipment. CRWC will provide the director with a computer and printer. Occasional travel throughout Monterey County is required.

Occasionally, the work may be performed in a conference room or other public meeting space.

Licenses/Certificates

Possession and continued maintenance of a valid class C California driver's license, automobile insurance and a safe driving record. A DMV report will be required.

Equal Employment Opportunity

CRWC is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

Application Instructions

The position is open until filled. To be considered for this position, please submit a detailed resume, including city of residence, phone, and cover letter if desired, to: Abbie Beane, CRWC Executive Director, at carmelriverorg@gmail.com.

Resumes will be screened in relation to the criteria outlined in the job description. Candidates deemed to have the most relevant qualifications will be contacted.