

UPPER ETOWAH RIVER ALLIANCE EXECUTIVE DIRECTOR POSITION – CANTON, GA

JOB DESCRIPTION DETAILS:

Reporting to, supporting and advising the Board of Directors of the Upper Etowah River Alliance, the Executive Director is responsible for operational and administrative duties of this 501(c)(3). The mission of the Upper Etowah River Alliance is to provide regional leadership, resources, consultation, training and educational materials to protect, conserve, and enhance the natural resources of the Upper Etowah River Basin for present and future generations. Its operating budget comes from donations, grants, and proceeds from various fundraising events. The Upper Etowah River Watershed encompasses 610 square miles or 390,400 acres. It includes parts of 5 Georgia counties — Lumpkin, Pickens, Dawson, Forsyth and Cherokee — and over 100 tributaries. With 76 native fish species, the Etowah watershed is biologically one of the most biodiverse river systems in the United States.

Candidate Specific Detail:

This is an excellent opportunity for a highly organized, community minded individual to be part of an organization with unlimited potential. Candidate must enjoy working with a diverse population of stakeholders and value a work culture of inclusion and collaboration. The appropriate candidate will have strong communication and presentation skills and the ability to engage and motivate others.

Key Responsibilities:

Fundraising – Assists board with driving all fundraising activities. Maintains an up to date database of contributions and donors. Attends all fundraising events and assumes responsibility for collecting, recording and depositing donations. Produces gratitude communications.

Grant Writing – In collaboration with board of directors, assists in selecting appropriate grant opportunities for organization. Serves as administrative resource to persons engaged in grant writing process. Assists with mining and collecting data, provides documents required for submission. Maintains required post award documentation. Independently pursues and manages grant opportunities. Contributes to organization's grant road mapping plan.

Education – Support board members presenting educational programs K-12 as well as opportunities for adult education. Set up engagements to speak to civic groups such as Rotary, Lions, etc. as well as giving presentations to county government staff and/or officials.

Membership – Responsible for maintaining membership database and all documents related to membership. In collaboration with board of directors, establishes plan to maintain and grow membership. Supports efforts by meeting goals and timelines. Serves as point person for membership events.

Financial/General Admin – Responsible for reporting general ledger activities to board on a quarterly basis. Provides financial data to board members as needed. Issues payment for operational expenses such as utility bills and payroll. Provides input for budget development. Responsible for financial operations of organization. Responsible for recording updates of the organizations Strategic Plan. Responsible for maintaining website, social media and office building and grounds. (approx. 1000 sq. foot building)

Watershed Activities – Demonstrates enthusiasm toward outdoor activities such as paddling. Assist in collecting field measurements and data collection. Maintains solid knowledge base on historical and current events impacting the watershed.

Qualifications:

Bachelor's degree preferred or equivalent experience. Coursework in natural or environmental science, public relations or communications is preferred. 1-3 years experience in the non-profit, public or scientific environment required. Solid knowledge of fundraising and community organizing required. Must be proficient in MS Outlook, Excel, Word and Power Point.

Compensation:

Salary based on qualifications. Currently part-time, full time possible contingent on funding.

How to Apply:

Contact Board Chair Lori Forrester at brenaucrew@hotmail.com