



HEALTHY LAND. CLEAN WATER. VIBRANT COMMUNITY.

Friends of The Mad River Seeks New Executive Director

Friends of the Mad River (FMR) is seeking a dynamic, community minded leader to work with the FMR board of directors as the organization's Executive Director.

Position and Benefits

Position: Executive Director

Reports To: FMR Board of Directors

Status: Full Time

Salary Range: \$65,000-\$70,000

Benefits: Full benefits package including health care and retirement

Position Description:

The Executive Director is the leader and chief administrator of the Friends of the Mad River (FMR), a non-profit based in Vermont's Mad River Valley dedicated to stewarding the Mad River Valley's healthy land and clean water for our community and for future generations.

The Executive Director oversees the work of Friends of the Mad River including administration, fundraising, the Mad River Watch and Storm Smart programs, volunteers, communications, and events. The Executive Director represents the organization at public events, meetings, and on community boards to help build diverse partnerships of neighbors, businesses, towns, and other organizations to restore and enhance the health of the Mad River and the watershed's valued natural resources. This position reports to the Board of Directors.

Position Qualifications:

- Dynamic, community minded, leader.
- Excellent interpersonal, organizational, writing and public speaking skills.
- Fundraising and grant writing experience desirable.
- Knowledge of watershed science and conservation, and the ability to clearly communicate that knowledge to a diverse community audience.
- Knowledge of climate change, and its impacts on northeastern forests and ecosystems.
- Experience working with volunteers, environmental organizations, local, state and federal government entities, corporate executives, and private landowners desirable.
- Ability to convey a vision of Friends of the Mad River's strategic future to board members, community members, and donors.
- Ability to collaborate with, and motivate, board members and other volunteers.
- Strong organization skills including planning, delegating, and program development.

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- Understanding of, and experience with, stream physical properties and assessments desired.
- Positive attitude and a willingness to grab a shovel when necessary.

Position Responsibilities:

Administration

- Oversee day-to-day operation of FMR.
- Oversee all projects, programs and services of FMR.
- Work closely with the Board of on program development, policy decisions, and fundraising.
- Serve as an ex officio member of all FMR committees.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

Finance and Development

- Prepare and administer the annual budget and institute appropriate financial controls.
- Secure financial support from individuals, foundations and corporations.
- Manage FMR's member database (CRM) and oversee bookkeeping, data entry and gift processing.
- Develop and maintain ongoing relationships with major donors.
- Create and execute strategy to maintain and grow FMR's member and donor bases.
- Develop grant applications, administer funding, and manage reporting requirements.

Planning

- Assist in the development and implementation of strategic plans.
- Anticipate the need to modify programs and policies to meet changing needs and objectives of FMR.
- Research available guidelines and information related to FMR's work and policy positions.
- Work with FMR board to integrate diversity, equity, and inclusion (DEI) principles into FMR operations and outcomes.

Manage FMR Programs

- Manage FMR programs to further enhance water quality and watershed health in the Mad River Valley.
- Manage the Mad River Watch Program, coordinate volunteers, and communicate results to the Mad River Valley community.
- Expand opportunities for volunteer involvement and participation.
- Manage FMR's Storm Smart program.



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Community Engagement and Advocacy

- Attend community meetings and events as a representative of FMR.
- Engage with local select boards, conservation commissions, non-profits, and the Mad River Valley Planning District (MRVDP) on issues related to water quality, watershed protection, and climate resiliency.
- Represent FMR on local working groups and board as appropriate.
- Contact and network with affiliate organizations.

Communications and Events

- Write articles for FMR newsletter and local newspapers.
- Coordinate publication of FMR printed and e-newsletter(s).
- Work with the FMR board to organize community events.
- Maintain and develop the website and FMR's social media presence.
- Work with the FMR board to build community understanding of water related issues affecting the watershed.

To Apply:

Please email a resume and cover letter to jobs@friendsofthemadriver.org (in one PDF file) by Monday, April 10th.