

The Mill Creek Watershed Council of Communities (MCWCC) and Groundwork Cincinnati (GWC) are working to realign their organizations to improve their impact by increasing collaboration and intend to merge if that is mutually feasible. The organizations have very similar missions but have focused on different Mill Creek environmental and community issues while serving geographically separate areas. They both serve as flexible resources to Mill Creek communities in planning and implementing projects that improve the watershed and quality of life in the Mill Creek. The organizations have created a task force to accomplish this and have decided to jointly recruit an Executive Director who will have cross organization responsibilities.

### **Position summary**

The Executive Director (ED), as the chief executive officer of both organizations, supports the present missions of both organizations. Our missions may be further harmonized through collaborative efforts which are expected to create realignment between the organizations in the future.

The ED is responsible for all operational aspects to grow and sustain the two organizations. The Executive Director will:

- Manage day-to-day operations
- Maintain the long-term viability and sustainability of the organization(s)
- Lead successful watershed protection and enhancement initiatives in an urban/suburban setting.
- Work with the Boards of Directors on strategic planning and financial management
- Build collaborative relationships with Mill Creek communities and others
- Represent the organizations to the public
- Lead and drive fundraising to secure resources to meet the organizations' missions and goals

**Reports to:** the respective Boards of Directors through direct supervision initially by MC<sup>2</sup> (Mill Creek Squared)

**Supervises and has discretion to delegate to:** MCWCC and GWC staff (currently seven persons) and volunteers.

## **Responsibilities**

### **Environmental Leadership for the Mill Creek**

- Establish effective working relationships with a wide variety of public and private watershed stakeholders.
- Stimulate and lead planning resulting in environmental, economic, and quality-of-life improvements in the Mill Creek watershed.
- Work with agencies of state and local municipalities to advance the physical health of the Mill Creek
- Advocate collaboratively with Mill Creek communities and municipalities for economic development, such as brownfield remediation, walking/cycling trails along the Mill Creek, environmental workforce development, youth environmental education, and similar issues according to the situations and aspirations of our constituents
- Provide assistance to stakeholders in the development and implementation of watershed management plans
- Monitor and influence legislative and regulative actions affecting the Mill Creek Watershed

### **Communications**

- Develop a strategic communications program that:
  - Builds awareness of the Mill Creek and its value to watershed communities
  - Establishes and reinforces the organizations' brands
  - Contributes to successful fundraising.
- Serve as the primary spokesperson for the organizations

### **Fundraising**

- Plan and implement a multi-year resource development program in collaboration with the board to fund the organizations and their projects

### **Board of Directors**

- Implement policies developed by the board
- Support strategic planning input
- Collaboratively develop annual written goals and budgets to achieve the strategic plan
- Support BOD meeting logistics and preparation

## **Organizational Management**

- Develop and manage organizational systems, such as:
  - Accounting and financial operations
  - Educational operations, student and volunteer recruitment, and curriculum
  - Personnel management and staff development
  - Office management
- Support the work and due diligence needed to implement greater collaboration between the organizations and the exploration of the potential for a merger.
- Establish a culture of openness and collaboration between MCWC and GWC

## **Project Management**

- Assume executive responsibility for all organization projects.
- Manage a wide variety of projects, varying from watershed restoration, to brownfield remediation, to trail building, to youth educational programming, to implementing specific grants.
- Direct projects, including monitoring work performed under grants and contracts

## **Human Resources**

- Hire, supervise, develop, and may discipline or terminate staff, including
  - Team building and coordination
  - Staff direction and guidance to achieve organizational, project and funder goals
  - Staff development, individual coaching and program-based education
  - Volunteer supervision
  - Oversight and management of staff and interns

Performs all other related duties as assigned by the MC<sup>2</sup> task force

## **Position qualifications:**

### Education and experience:

- A bachelor's degree in a relevant discipline; master's degree preferred
- At least three years of experience working in non-profit leadership
- At least three years' experience working in a relevant programming area
- At least three years' experience in personnel and volunteer management

### Desired skills/experience:

- Leadership and personal engagement skills
- Entrepreneurial skills
- Presentation skills that can persuade stakeholders to take action
- Proven ability to work with senior level corporate, philanthropic and public sector officials
- Non-profit financial management experience
- Fundraising skills honed in pursuit of a variety of sources
- Proposal writing
- Project management skills
- Ability to articulate and accomplish multiple objectives through any project and balance multiple priorities in a dynamic and fast-paced environment
- Proficiency in working with people from diverse ethnic, cultural and economic backgrounds
- Flexibility and cooperative attitude when faced with change

### Other:

- Reliable transportation, proof of insurance, and valid driver's license
- Ability to work some evening and weekend events