**Executive Director**

**St. Croix International Waterway Commission**

**Job Description-2015**

Under the direction of the Commission’s board, the Executive Director will work with agencies and others to facilitate delivery of the St. Croix’s international management plan, and will be responsible for Commission administration, finance, fundraising, information services and program delivery.

**Core Responsibilities**

This is the core position that is funded through the Commission’s operational budget. It is delivered from an office in the waterway corridor, generally in St. Stephen, New Brunswick or Calais, Maine. The Executive Director will ensure the Commission moves forward, guided by its mission and vision.

Facilitate public and private action on the St. Croix International Waterway management plan

* Ensure the 2015 draft for an updated Management Plan completes the approval process and is accepted by the governments of Maine and New Brunswick
* Identify means for state, provincial and federal agencies to deliver on Waterway Plan actions within existing programs; seek and facilitate agency action on these
* Identify opportunities for local partners (municipalities, business, user groups, etc) to deliver on waterway plan actions; encourage and facilitate their involvement
* Represent the Commission at meetings, planning sessions and consultations affecting the St. Croix management plan’s areas of interest
* Represent the Commission, as warranted, at meetings of primary organizations and municipalities in the St. Croix region

Deliver Commission administration, finance and organizational functions

* Ensure that adequate funding is secured for the Commission’s ongoing operations
* Oversee all accounting procedures
* Service all grants and contracts
* Prepare and file required state and provincial reports
* Prepare and file required US and Canadian tax returns
* With Commission approval, hire and oversee staff and contractors
* Maintain office facilities, files and library
* Ensure adequate audit and insurance coverage in Canada and the United States
* Develop and market information and promotional materials (ex: recreation map)
* Answer information inquiries – general and technical – year round
* Make arrangements for, and record the minutes of, Commission meetings
* Maintain strategic and operational plans for the Commission and ensure they are up to date
* Develop and enhance the Commission’s public image and increase public awareness of the Commission
* Meet all legal obligations of the Commission as described in the MoU

**Project Development and Delivery**

**Plan and implement projects and contracts selected by the Commission for direct delivery**. The Executive Director may seek out opportunities for the Commission to secure grants or contracts for projects, or provide related services, with additional hours and salary being provided through these funding sources.

* Within priorities established by the Commission’s strategic plan, identify and apply for grants and contracts for projects supporting management plan goals, in Maine and New Brunswick.
* Within priorities established by the Commission’s strategic plan, identify and seek out opportunities for the Commission to provide fee-for-service in its areas of expertise.
* Directly deliver projects and contracts, or hire and oversee others to do so.
* Meet all project deliverables and reporting requirements.

**St. Croix Recreation Program Management**

**Manage the New Brunswick and Maine St. Croix recreation programs.** Currently, the Province of New Brunswick and the State of Maine each contract the Commission annually to maintain recreation sites along the waterway corridor.

* Negotiate and service annual New Brunswick and Maine recreational contracts (these currently cover 70 St. Croix boundary recreation sites).
* Maintain regular contact with state and provincial agencies on program planning, approvals and reporting
* Provide or contract technical services for low-impact site design, erosion management, trail building and educational outreach
* Secure additional funding to supplement government contracts for program delivery
* Hire and manage up to nine staff for May-September operations from a St. Croix, NB, field office
* Answer recreational inquiries on a year-round basis