

Position Description: Executive Director for the River Management Society

The River Management Society (RMS) is seeking a half-time Executive Director (ED) with experience, energy, and creativity to manage the organization and increase its impact on the river management profession. The following provides details about the position and how to apply.

About RMS

RMS is a national nonprofit professional organization. Its mission is to support professionals who study, protect, and manage North America's rivers. Its diverse membership includes federal, state, and local agency employees, educators, researchers, consultants, and organizations and citizens from the private sector. With over 500 members and an annual budget over \$100,000, RMS meets its mission by encouraging professional development, promoting the use of science in river policy development and decision-making, and creating diverse information and education opportunities (including a journal, website, international symposia, and both regional and national workshops).

RMS advances the profession of river management by providing managers, researchers, educators and others with a forum for sharing information about the use and management of river resources. RMS continues to build its organization with a broad base of expertise in all aspects of river management and stewardship including an ecosystem approach to recreation, water quality, riparian health, and watershed management. There are seven regional chapters in the United States (Alaska, Pacific, Northwest, Southwest, Midwest, Northeast and Southeast), as well as a Canadian chapter. Each chapter holds meetings and regional workshops or events to share and discuss river management issues on a local level, and to build lasting partnerships.

Position Responsibilities

The ED position includes diverse responsibilities, including:

Organizational administration

- Work with the board, staff, contractors, and partners to develop and implement RMS programs and projects to meet its mission. Provide opportunities for members to initiate, plan, participate in and benefit from such programs and projects.
- Create and maintain ways to listen and be responsive to members; nurture emerging leaders; recruit new members; and ensure that members' information, networking and technical assistance needs are met.
- Communicate RMS's programs, accomplishments, and opportunities for involvement to RMS members, partner organizations, and the public to attract/retain membership and publicize the organization's successes.
- Represent RMS at national or regional conferences and similar events, or facilitate RMS board representation at such events.
- Oversee the management of RMS resources including allocation of human and financial resources, development of organizational systems and policies, personnel hiring, and management and evaluation of staff and contractors.
- Develop an annual budget in collaboration with the treasurer and finance committee to meet strategic and annual work plan goals. Prepare end-of-year financial reports and tax filings.

- Manage the Society's day-to-day finances. Oversee accounts payable and receivable including cooperative agreements with federal, state and local governments, colleges and universities, foundations; grants or cost-share agreements with private and governmental agencies; membership dues; and workshops and symposia.
- Coordinate annual board meeting and monthly board calls.
- Develop annual work plans and five-year strategic plans in collaboration with the board.

Fundraising

- Oversee fundraising activities and ensure accountability to RMS funders. This includes identifying potential funders; nurturing relationships with existing funders; writing grant proposals and reports; overseeing annual grassroots fundraising activities; and leading other fundraising efforts.

Projects

- Organize, develop, plan, and conduct a biennial international symposium on river management. Major responsibilities include developing information about potential locations and facilities; negotiating contracts with hotels and meeting centers; assisting the volunteer symposium committee with program development; coordinating logistics for sessions, field trips, a silent auction, banquets and similar symposium activities; and publishing a symposium proceedings.
- Publish a quarterly journal on river management. Work with staff, members, and contractors to solicit journal content, edit and format submissions, and publish a web and print version.
- Work with staff and volunteers to maintain a timely, robust and informative RMS website with content about the organization and river management topics. Content includes the quarterly journal, symposium proceedings, RMS-sponsored workshops, special projects, board meetings, and official documents.
- Maintain and moderate a members-only listserv on river management topics.
- Help staff, chapters, and board plan and execute topic-focused regional or national workshops or training programs.
- Coordinate and oversee river management "pilot" projects with agencies or environmental organizations including coordinating contracts with partners or consultants, as appropriate.

General Education and Experience

Skills to be successful in this position are usually acquired through a bachelor's or master's degree in public administration, resource management, environmental sciences, parks and recreation management, or a related field and at least five years of experience with government agencies or non-governmental organizations. Other combinations of education and experience that could provide such knowledge, skills, and abilities will be evaluated on an individual basis.

Special Skills and Competencies

Special skills and competencies required for this position are:

- Ability to lead a diverse team of staff, board, and members in a largely volunteer-driven organization.
- Raising funds through partnerships, grants, and private donors (including assessing and developing funding opportunities, writing successful grants, and meeting grant reporting requirements).
- Knowledge of or experience with a broad range of river conservation and management issues and concepts.

- Ability to make strategic decisions based on analysis, experience and judgement while managing day-to-day activities of the organization

Specific Skills and Competencies

Specific skills or competencies to be successful in this position include:

- Leading a diverse team of staff, board and members in a largely volunteer-driven organization.
- Raising funds through partnerships, grants, and private sources (including assessing and developing funding opportunities, writing successful grants, and meeting grant reporting requirements).
- Technical proficiency (or demonstrated ability to learn) software applications such as Microsoft Office; QuickBooks or similar budgeting and accounting programs; and desktop or webpage publishing programs.
- Knowledge of or experience with river conservation and management issues and concepts.

Personal Attributes

Several personal characteristics are likely to be important for a successful ED, including:

- Ability to make strategic decisions based on analysis, experience, and judgment while managing day-to-day activities of the organization.
- Ability to handle and prioritize multiple tasks and keep people on deadline in a small, cooperative office environment.
- Ability to recruit, train and motivate a large number of volunteers in formal and informal teams.
- Passion for and vision of sustainable management of natural resources.

Physical Conditions

Must be able to work effectively both in the office and out-of-doors. River management occurs in outdoor settings and conditions may include summer heat, winter cold, cold water, or high altitude. Occasional moderate lifting (e.g., of boxes of publications) may be required.

Organizational Structure

The Executive Director serves as the chief executive officer for the River Management Society, representing the organization and being responsible for its external relations. He/she serves at the pleasure of the Board of Directors and reports to a five-person Executive Committee through the President. The Board of Directors is comprised of four national officers (president, vice president, secretary, and treasurer); eight regional chapter presidents; and several ex-officio (non-voting) members.

Compensation Package

The position is half-time (20 hours per week) and the salary is \$17 per hour, depending upon experience.

Other benefits include paid holidays, vacation, sick leave, and health/retirement allowances. A monthly rent stipend is paid for providing a home office.

The position requires occasional travel within the region using the ED's personal vehicle. Mileage for such trips will be reimbursed by RMS at the current IRS rate.

Location and Office Setting

RMS provides home office rent, utilities, supplies, and equipment (including a computer). RMS budgets include travel expenses for the ED and staff.

Equal Opportunity Employer

RMS prohibits discrimination on the basis of race, color, sex, sexual orientation, age, national origin, or disability. However, employees must be US citizens.

How to Apply

Send electronic cover letter and resume to RMS President Steve Johnson at steveriverjohnson@gmail.com with a subject "Executive Director Search" by August 3, 2010.