



## Idaho Rivers United Executive Director Position

<b>Job title</b>	<i>Executive Director</i>
<b>Supervises</b>	<i>All staff functions for Idaho Rivers United</i>
<b>Reports to</b>	<i>Board of Directors</i>

### Job purpose

The Executive Director acts as the Chief Executive Officer of the organization and is responsible for the overall management and direction of the organization in accordance with its vision and mission. The Executive Director works under the general oversight of the Board of Directors.

### Duties and responsibilities

1. Leadership and Organizational Support with Board of Directors (estimated 10%)
  - Work with the Board to assure that Idaho Rivers United operates with a clear vision and a long-range strategic plan consistent with the mission
  - Keep the Board of Directors fully informed on conditions, opportunities, issues, and challenges so that the Board can carry out its governance, financial oversight and leadership role
  - Develop a strategic plan to carry forward the mission of IRU
  - Implement plans and policies authorized by the Board
  - Coordinate Board meetings and communications
  - Work with Board and staff to ensure IRU's mission is achieved through programs, strategic planning and community outreach
2. Management and Finance (estimated 35%)
  - Develop programs to implement Idaho Rivers United mission ensuring program efficiency, program evaluation, and timelines and resources needed to achieve strategic goals
  - Develop an annual budget and fundraising plan, for board approval
  - Enter into contracts, approve expenditures and provide fiscal oversight and external financial review
  - Determine personnel needs within the approved budget and personnel policies
  - Effectively and efficiently manages staff
  - Assure the organization stays within approved plans and budgets
  - Assure a productive, professionally competent work force in an environment respectful of personal well-being and cultural diversity

### 3. Fundraising (estimated 30%)

- Oversee and implement annual fundraising plan
- Develop relationships with funders of IRU and maintain regular communications with funders
- Identify grant opportunities and develop proposals and produce required reporting to funding sources
- Oversee stewardship of existing donors and solicitation of new members and major donors
- Develop long-term business plan and expanded financial support
- Expand state-wide revenue generating and fundraising activities to support existing program operations

### 4. Public Relations (25%)

- Build relationships with government officials and community leaders, local, state, and national
- Develop a communication strategy to enhance Idaho Rivers United as the preeminent advocate for Idaho rivers and wild fish
- Serve as lead spokesman and speaker for IRU and assure that the organizations mission is properly and enthusiastically presented to the media and various publics.
- Increase the effectiveness of IRU's social media presence
- Develop relationships with other nonprofits, organizations, and persons in the communities

## Qualifications

- Must possess a passion for rivers and have exceptional knowledge of river conservation and environmental work
- Understanding of organizational development and program management and evaluation
- Action-oriented, adaptable, innovative approaches to strategic planning and programming
- Demonstrated success in fundraising and excellent communication skills with ability to build and develop strong relationships
- Supervisory and personnel experience
- Exhibit strong leadership skills to align mission with operations, systems and culture
- Experience working with and supporting a board of directors
- Evidence of commitment to the nonprofit sector
- Master's Degree or equivalent experience or minimum of 5-8 years' experience preferably in a senior conservation position