



BAYOU CITY
WATERKEEPER®

Executive Director

Position Profile

www.bayoucitywaterkeeper.org/career

Introduction

By utilizing science and the law, and collaborating with local communities, Bayou City Waterkeeper works to protect and restore our natural bayou and bay systems, achieve equitable policy solutions, and advance systematic change to benefit all who live within our watershed. Our activities include policy analyses and power mapping; targeted litigation against polluters, unscrupulous real estate developers, and regulators; and the development of focused advocacy campaigns to drive change at the local, regional, and state level. At our core, our efforts center on ensuring equal protection from environmental hazards, promoting nature-based solutions for climate adaptation, and providing opportunities for meaningful citizen involvement in decisions that affect environmental health.

The following themes inform our programmatic work: Clean Water, Resilient Communities, and Protecting Wetlands. We aim to empower residents to address water-related issues in their own community, hold polluters and those in power accountable, and ensure our leaders have the tools to restore and conserve our natural systems. By collaborating with other organizations, prioritizing underserved communities, and utilizing law and science to bolster our efforts, we have reduced pollution in our bayous, encouraged nature-based solutions for climate adaptation, and furthered equitable policies and practices in our decision-making bodies.

Bayou City Waterkeeper works throughout the 10-county region of the Lower Galveston Bay watershed and serves a unique role within our region providing technical, policy, education, and legal assistance to communities and organizations. We are primarily responsible for advocacy initiatives with federal, state, and local agencies (e.g., permit review, public comment and testimony, organizing grassroots advocacy efforts). The Board of Directors and the Executive Director oversee these efforts to ensure that they are consistent with the organizational mission and strategic plan. With an annual budget of approximately \$400,000, Bayou City Waterkeeper is primarily supported through generous funding from individual supporters and foundations.

Founded in 2001, Bayou City Waterkeeper (formerly Galveston Baykeeper) is a licensed member of the Waterkeeper Alliance, an international coalition of over 350 organizations dedicated to protecting watersheds around the world. Waterkeeper Alliance connects and supports local programs to provide a voice for watersheds and their communities worldwide. Waterkeeper Alliance champions clean water and strong communities by supporting member organizations to protect communities, ecosystems, and water resources. Each independent Waterkeeper program reflects the needs of the water body and the community it represents.

We are a full-time staff of three: the Executive Director, the Legal Director & Waterkeeper, and the Watershed Specialist. We routinely host semester- and year-long fellows and interns that join our team to execute the programs central to the mission of the organization. The Waterkeeper for the Lower Galveston Bay Watershed is the primary spokesperson for the organization. The Executive Director and Waterkeeper collaborate and strategize collectively to vision a more equitable and environmentally-healthy future for our region.

Bayou City Waterkeeper is committed to celebrating diversity, working for justice, and advocating for equity in all we do. While our bayous, creeks, and bays unite us, poor planning--and in some cases, racist policies--over the last century means some communities experience more water pollution and flooding than others. Residents across our watershed deserve to experience nature and have access to clean water and a safe environment. By rooting out injustice at the source, communities can benefit from a healthier watershed and a more just framework for generations to come.

For more information, please visit: www.bayoucitywaterkeeper.org

Position Description

The Executive Director of Bayou City Waterkeeper is responsible for overseeing the mission, programs, and day-to-day operations of the organization. The Executive Director is the chief ambassador and fundraiser for Bayou City Waterkeeper, and they are responsible for ensuring the organization builds relationships and programs that advance its mission, secures the resources it needs to succeed, and manages funds efficiently and effectively. The Executive Director is supervised by the Board of Directors and directs the work of the staff.

The Executive Director should be prepared to lead Bayou City Waterkeeper to new levels of reach and impact. They must be able to work collaboratively with local and statewide partners to advance the organization's mission. They should have a proven track record in strategic development of policy and programs, fundraising, cultivating donor relationships, and cultivating financial integrity. The Executive Director should strive to be anti-racist and committed to anti-oppression help further the organization's commitment to environmental justice.

Essential Responsibilities

Leadership and Management Responsibilities

- Work with the Board and staff to plan, develop, and implement projects that further Bayou City Waterkeeper's mission. This includes strategic planning and annual work plans.
- Serve as chief administrator and ambassador for the organization.
- Manage staff to ensure efficient operations and coordination of programs.
- Establish and maintain a well-balanced work environment. This includes responsibility for staff relations, efficient office procedures, human resources policies and opportunities for staff development.
- Provide leadership and motivate others (staff, board, volunteers, etc.) in the framework of a team environment.
- Work with the Board Chair to develop the Board of Directors, Board Committees, and Advisory Council.

Fund Development and Financial Management Responsibilities

- Serve as chief fundraiser for the organization. This includes grant writing and/or overseeing proposals developed by staff; solicitation of sponsorships for events; cultivation of individual donors, including major donors.
- Work with the Board to develop the annual budget and monitor finances. Ensure that federal tax reports are filed in a timely manner.
- Work with the Board and staff to develop an annual fundraising plan to meet budgetary needs.
- Successfully secure and manage individual and major philanthropic gifts.
- Address current and future grant identification, writing, and reporting requirements.
- Manage cash flow for the organization, ensure semi-monthly payroll is properly submitted, authorize payments of bills, and see that bank deposits are made in a timely manner.
- Manage internal accounting controls and ensure division of roles.

Advocacy and Program Management Responsibilities

- Provide leadership in the development and implementation of policy priorities and strategy, including positioning the organization strategically with policymakers and influencers.
- Oversee advocacy initiatives with federal, state, and local agencies (e.g., permit review, comment preparation, presenting hearing testimony, organizing grassroots advocacy efforts).

- In coordination with the Legal Director, develop legal strategies that are consistent with program goals and organizational mission.
- Lead staff in coalition building strategies, and maintain key relationships with partner organizations.
- Develop and advance Bayou City Waterkeeper's regional priorities, including by coordinating with staff and partners to research and write comments on local, state, and federal policy and regulatory items.
- In partnership with the Waterkeeper and staff, maintains an active awareness of the environmental issues in the watershed, this includes monitoring and getting out on our waterways and wetlands by foot, car, and boat.

Community and Public Relations Responsibilities

- Serve as the leader in sustaining existing and building new relationships with other environment, conservation, and community organizations, and government and business leaders. This includes targeting opportunities for collaboration where appropriate.
- Develop mutually beneficial relationships with other regional environmental and community organizations and leaders and create/participate in opportunities for collaboration.
- Effectively communicate the programs and activities with all external stakeholders and constituencies.
- Promote and model empowerment by engaging community members and leaders in program development and identifying environmental concerns.
- Monitor and evaluate collaborations with other organizations to ensure consistency with organizational goals.
- Maintain awareness of environmental issues in the watershed and programmatically targeted areas.
- Promote empowerment and stewardship by engaging supporters and community members in program activities and other opportunities to connect with the watershed.

Communication Responsibilities

- Work with staff and Board to target opportunities to heighten community awareness of Bayou City Waterkeeper through communication, marketing, and outreach efforts.
- In collaboration with staff, create and manage content for Bayou City Waterkeeper website, Bayou Currents (blog), social media channels, craft newsletters, action alerts, supporter communication, and other public-facing communication.
- Support the Waterkeeper and help serve as a public advocate and ambassador. Work with the Waterkeeper to ensure that public statements of the Waterkeeper, Executive Director, staff, and Board members are consistent with organizational policies and priorities.
- Seek out and maximize opportunities to speak at and/or table a variety of venues, such as local events, workshops, panel discussions, universities, etc.

Qualifications

- Demonstrated passion for and commitment to clean water, healthy ecosystems, resilient communities, and environmental justice.
- Demonstrated ability to build, manage, and implement day-to-day operations.
- Demonstrated fundraising and financial management success.
- Experience building strong, cohesive teams and leading them through growth and/or change.
- Ability to manage several projects simultaneously and adjust to frequently changing demands.
- Demonstrated understanding of public policy, and experience analyzing and interpreting legislative and regulatory frameworks.

- Understanding of and commitment to justice and social change through community empowerment.
- Professional and/or academic experience in public policy, public administration, natural resource management, environmental or urban planning, or related fields. A Master's degree in one of these fields, with at least five-to-ten years of professional experience, is preferred. However, we encourage candidates with equivalent life and professional experience otherwise meeting qualifications to apply.
 - Experience working with a nonprofit organization and culture is a plus.
- Boating experience a plus (e.g. kayaking, sailing, etc.). Continued or advanced training will be provided.

Compensation: \$80,000 to \$95,000, plus benefits (including group healthcare, negotiable flex hours, and paid holidays & leave). This is a full-time, at-will, exempt position. Salary depends on qualifications and experience.

Bayou City Waterkeeper is a growing and dynamic organization, with a friendly, supportive, and collaborative working environment. This position will function as a vital part of our hard-working team, and provide input to the organization's ongoing activities. Initiative will be encouraged, and enthusiasm and a positive attitude are a must. **If you are passionate about clean water and protecting this dynamic watershed, please send a resume and introductory letter explaining your interest to careers@bayoucitywaterkeeper.org, Subject Line "[NAME]: Executive Director Position", by March 16, 2021.** Emails with questions are welcome - no phone calls, please.

We value people of all experiences, backgrounds, and perspectives and strive to cultivate leadership from the ground up. All qualified applicants will receive consideration without regard to race, color, national origin, sex, religion, age, disability, political belief, sexual orientation, gender identity, veteran or military status, genetic information, and marital or familial status.