



## **Part-time Administrative Director, with potential promotion to Executive Director**

\$44 / hour, 20 hours per week. Renewable for a second year at the same rate.

Mutual Reviews every three months, Professional Development opportunities, working with us to sustain and grow this position

### **Administrative Director, Job Description**

Our ideal candidate is someone who embodies the core values of the Alliance and believes fully in our vision, mission and goals. We are a one-year-old organization that has built a year of significant growth and activity. We seek a part-time Administrative Director who will harness this momentum and help our Board of Directors to lead the organization on a continued growth and volunteer engagement trajectory while refining procedures and operations. We are looking for a self-motivated person to attend to the business and structural operations of the Alliance while growing into an Executive Director role, representing the organization and implementing our community's vision. Key functional knowledge is desired in database management, communications (written and graphic), project management and assessment, and donor stewardship. Strong interpersonal skills (understanding and maintaining healthy and warm professional relationships) as well as verbal/written and visual communication skills, are essential.

Single parents, Indigenous, Black, Latinx, LGBTQ+, mobility-challenged, and other typically marginalized and minoritized people are encouraged to apply.

### **Work Environment**

Much of your 20 hours will be spent working from home on an Alliance computer using Alliance-supported wifi. We want you to live close enough to the Mystic River Watershed that you can join us in person for in-person meetings and special events as part of your work:

Alliance learning Gatherings often land on a weekend or evening; quarterly in-person Planners' Convenings are during the week in the morning. Board Meetings are virtual, on (the second) Sunday evenings once a month, and the rest of the planners' convenings (monthly) are also virtual.

## **Essential Job Functions & Responsibilities**

You will get to know and work closely in a supporting role with the Board of Directors (especially the Board Chair), whose diverse cultures, ages, and worldviews provide highly valued collaborative perspectives.

You will be responsible for setting up a database to maintain and update our roster of volunteers, allied organizations, and donors, and keeping everyone informed and our working groups and events functioning smoothly.

You will record Standard Procedures and facilitate Strategic Planning.

This is an Executive pathway: your job functions and responsibilities can develop into full-time Executive Director functions and leadership.

## **What you will be doing, to the extent of the limits of 20 hours per week:**

### **Program and Project Management**

- Organize and carry out logistical planning, marketing, and communications for learning events (Gatherings), convenings, working groups, and grant-funded community engagements one to three times per month.
- Record steps and iterative learning in Procedures Manual
- As leadership role expands, propose events and other programmatic directions that move the Alliance closer to its goals
- Collaborate with the Finance Committee to develop the annual budget, meet budget goals, review fiscal performance, and improve program budgeting and reporting practices
- Facilitate the working groups and Board Committees: Youth & Educator Council, Water Quality and Habitat Restoration, Collaborative Policy Impact, Resilient Business, Regenerative Design and Community. Identify opportunities and recruit volunteers, help them define goals and meet them; help align to co-create the Watershed Resilience Action Plan (WRAP)
- Accountable for compliance, invoicing, and proper use of funds as well as success metrics and reporting on our programs.
- Keeping track of your hours. Additionally, if you are hired for both positions, maintaining careful separation of hours.
- Help the Treasurer to set up and maintain financial controls, managing resource allocation according to program budgets

## **Communications**

- Attend and report to the Board at monthly meetings; ensure Board is informed of all operations, projects, work, and your schedule; assist with production of Board agenda and materials, and support relevant Board committees
- Ensure that the mailing / invitation lists are up to date and that chairs of working groups have access to contact information for volunteers
- Keep track of and publicize public meetings related to the mission of the Alliance (Planning and Zoning, Wetlands, Conservation, POCD (Plan of Conservation and Development) commissions reviewing applications as well as regulatory updates in progress. Maintain and develop a team of volunteers to attend and report out on meetings. (See Collaborative Policy Impact above)
- Create a monthly newsletter and two-week update for the Board
- Collaborate with our social media coordinator to develop content weekly for social media outlets.
- Ensure that timely reports are created for grant reporting as well as semi-annual and annual reports to our membership and participating organizations
- Work with local media and create & manage press releases
- Make sure that donors and sponsors are kept informed and properly thanked for their support

## **Co-Leadership with Directors**

- Collaborate with and deepen relationships among diverse stakeholders including Tribal Nations, youth, schools and universities, research institutes, municipal and state gov't representatives, non-profit partners, other watershed groups, and bioregional / intertribal allies.
- Provide strategic leadership and inspire volunteers to achieve the organization's mission and goals
- Ensure organizational structure is thriving and adapting to the needs of the organization while volunteers are properly supported
- Assist in developing and recording procedures requirements, onboarding, performance reviews, hiring, and career development
- Demonstrate strong relationship and people skills with ability to balance getting results with creating a supportive team environment by setting clear expectations and keeping people focused

## **Fundraising & Development**

- With the support of the Development Committee, help to create and implement comprehensive fundraising plans aligned with the organization's goals

- Organize one in-person and two seasonal fundraising events (April-May and November-December) per year to generate financial support, including coordinating the logistics, marketing and outreach efforts.
- Steward and maintain positive relationships with donors, corporate sponsors, foundations, and key stakeholders to ensure continued capital support and sustaining support for Administrative/Executive Director
- Plan and oversee marketing strategy and promotional activities across various channels aligned with organizational objectives and brand image
- Accountable for grant compliance, proper procurement, invoicing, and proper use of funds for all grant requirements other than those covered as well as success metrics and reporting
- Assist Treasurer in 501(c)(3) compliance

## **Required Skills, Experiences, Qualifications**

- We are more interested in your attitudes and attributes, your experiences, your passion, and your skills than in your degrees. Some experience in education, organizational / non-profit administration (communications, program management, or fund-raising), environmental law and regulatory work, or environmental study and work would help to demonstrate your skills and attributes:

You need to demonstrate:

- Understanding of, affinity for, and commitment to **Indigenous communities** and social / environmental justice
- Understanding of and commitment to **collaborative change-making** and multi-cultural and generational trust-building
- **Ability to express yourself clearly** in multiple modes but primarily in writing and speaking
- **Capability with Technologies** : QuickBooks, Google Docs and Forms, hours and time management system, membership and donor data management, scheduling and calendar maintenance, Wix, Canva, Zoom
- **Ability to organize and deliver on simultaneous projects** with many parts and internal deadlines
- **Communication and collaboration skills**: listening, inquiry, team creativity, up-beat public expression, frequent internal updates, persuasive writing
- **Ability to work effectively from home**
- **Record-keeping** and budgeting
- **Problem-solving** – seeing barriers as opportunities, learning from every eventuality, brainstorming options, reaching out for help
- **Follow-up**– on to-do lists, after meetings and events, gratitudes and networking opportunities

- **Self-motivation** and initiative-taking
- **Teamwork** and team development
- **Leadership** : the ability to inspire and connect to others

## **Helpful Skills, Experiences and Qualifications**

- experience working with a non-profit board
- Facilitation of public conversation and collaborative action
- Bilingual in English and Spanish, or English and American Sign Language
- Photography and/or videography
- Public speaking

## **To Apply**

Send a cover letter, résumé, selfie photo or video greeting taken with something you are passionate about, a short writing sample (this can be persuasive or creative writing), and three professional references to [info@alliancemrw.org](mailto:info@alliancemrw.org). We prefer actual letters from your references, but understand that you may wish to include your present employer by name, title, and association only.

Please use the subject line “Administrative Director Application” or “Applying for Both”

**Applications will be accepted and reviewed using a set rubric based on the Skills, Experiences, and Qualifications until **June 17th**.**

**We will be selecting three people for a series of in-depth interviews, and will let you know by **June 21<sup>th</sup>** whether or not you will need to schedule an interview with us on **Monday or Tuesday June 24 or 25**.**

Transparency: We may ask you to tell us stories, use technologies, write or speak extemporaneously, respond to hypotheticals, and solve problems with us during the interview sessions, but will *not* ask you to prepare anything ahead of time. Finalists may be asked to join one or two of us for lunch—our treat!