

RIVER REVITALIZATION FOUNDATION

Executive Director JOB DESCRIPTION

The River Revitalization Foundation, Milwaukee's urban rivers land trust, seeks an Executive Director to successfully carry out the goals and objectives of the organization in accordance with its mission: to establish a parkway for public access, walkways, recreation and education, bordering the Milwaukee, Menomonee and Kinnickinnic Rivers; to use the rivers to revitalize surrounding neighborhoods; and to improve water quality. Additionally, the ideal candidate will be devoted to the environment and have a land conservation ethic; manifest a passion for diversity, equity, and inclusion; and maintain business acumen commensurate with the need to sustain a stable and secure organization. The Executive Director serves under the leadership of the board of directors and reports to the President of the Board of Directors.

Essential Duties and Responsibilities:

- Formulates, directs and implements a continuing long-range financial development program by establishing and evaluating fundraising strategy and goals to assure the resources needed to meet the growing demands of RRF, including, but not limited to, profitable special events, foundation and corporate proposals, presentations and on-going charitable appeals.
- Formulates and directs a continuing long-range public relations and marketing program to assure the fulfillment of the mission of RRF, including the growth, education and public awareness of RRF through literature, media, special events, displays and speaking appearances.
- Direct, monitor, analyze and accurately maintain and communicate all RRF financial accounts, funds, budgets and schedules, payroll system and human resource records on a timely basis and act as liaison to the accounting service, auditors and bankers and comply with agency and governmental reporting responsibilities.
- Development and implementation of land protection plans, including monitoring and compliance with land trust standards and practices in the urban environment.
- Maintain the smooth operation of the RRF office, including manage and direct RRF records, computer and phone systems including growth, expansion and replacement plans, ensure prudent purchasing and cost containment programs, and fully utilizing the office resources available.
- Development and implementation of a diversity, equity, and inclusion plan for RRF staff and volunteers.
- Develop and maintain job descriptions and appropriate guidance, training and supervision for RRF volunteers and staff, consistent with RRF mission and philosophy.
- Manage the smooth operation and positive relationships with the Board, clients, constituent groups and the community, including partner organizations (City, County, WDNR, NPS, neighborhood associations).
- Maintain effective systems for RRF meetings and communication with Board members and community stakeholders, including formulation and implementation of RRF policy.
- Participate in the continuous improvement of the position and its performance.

Supervisory Responsibilities:

- Supervise clerical and project staff as well as the work of consultants in a high functioning and team building environment.
- Encourage and partner with staff on strengthening their professional development.
- Establish and maintain succession plans.
- Create a positive work environment measured by high levels of employee engagement and performance.

Tasks/ Activities relevant to essential duties include but are not limited to:

- Fundraising
 - Proposals to individuals, foundations and corporations, including state and federal appeals
 - WDNR Stewardship Fund, DOT, WCMP, etc.
 - Growth and maintenance of membership program
 - Establishment and growth of endowment fund
- Public/ Community Relations
 - Provide format and article content for newsletters
 - Maintain relationships with government staff and elected officials
 - River neighborhood meetings
 - Spokesperson for RRF
 - Media relations (press releases, media contact)
- Administration
 - Board and meeting notices
 - Meeting minutes
 - Data entry and mailing list maintenance
 - Little Green Light database management
 - Equipment maintenance
 - All mailings
- Financial
 - Annual budget
 - Monthly accounts payable and receivable
 - State & Federal taxes
 - Maintain checking and money market accounts; reconcile bank statements
 - Maintain and produce financial statements (Quickbooks)
- Special Projects
 - River Conferences and events (Earth Day, National Trails Day)
 - River Safaris (canoe/kayak trips)
 - *Riverway Plan* and Land Protection Plan implementation

Qualifications:

- Bachelors degree preferred; environmental, conservation, urban planning helpful. *Graduate level degree in stated area(s) of interest a plus.*
- Five years experience in nonprofit management, including a proven fundraising track record and sound financial and staff management.
- Demonstrated commitment to the environment.
- Experience working with diverse populations, organizations, media and public officials.
- Excellent leadership and problem-solving skills.
- High degree of professionalism, flexibility and initiative.
- Ability to work independently.
- Good written and oral communication skills.
- Proficient in presenting to groups and relationship building.
- Creativity in evolving and new program development.

Salary and Fringe Benefits:

- This is a full-time position; salary commensurate with experience.
- Benefits package negotiable.
- Relaxed and pleasant work environment.

How to Apply:

Please email your cover letter and resume to the contact below with the following subject line:

“Executive Director Job Application – [insert your name here]”

Application Contact:

Attn: Search Committee
River Revitalization Foundation
2134 N. Riverboat Rd.
Milwaukee, WI 53212
Phone: 414-271-8000
Email: info@riverrevitalizationfoundation.org
Website: www.riverrevitalizationfoundation.org