

**POSITION OPEN**  
**Flint RIVERKEEPER® Inc.**  
**Director of Development and Outreach**



Flint RIVERKEEPER® (FRk) is a nonprofit membership organization whose mission is to ***restore and preserve the habitat, water quality and flow of the Flint River for the benefit of current and future generations and dependent wildlife.*** Our approach:

**Advocacy.** FRk is the premier watchdog organization for the Flint and its surrounding watershed, actively patrolling the river, collecting water quality data, and attending public hearings to maintain a powerful presence representing the concerns of affected citizens and the environment.

**Outreach & Education.** FRk has built and continues to grow a broad, diverse membership to ensure those who use and love the river support the work are fully informed on relevant issues, along with opportunities to further the goals of the organization via public participation, and also enjoy the other programs and services provided by FRk.

**Enforcement.** FRk works to ensure compliance with all clean water laws, collaborating with federal, state, and local officials; and citizens including developers; farmers; and other individuals. We file legal actions only as a last resort.

**The Watershed and the Organization**

The Flint River drains an area of over 8,000 square miles in west and southwest Georgia. Its headwaters are in SW Metropolitan Atlanta, a few miles upstream of Hartsfield-Jackson International Airport, with more annual passengers than any other in the world. It drains piedmont, unique Appalachian, sandy coastal plain, and karst geologies, urban and rural, industrial and farming, generating diverse cultures and economies inhabited by in excess of 1M Georgians. Just over 340 miles of main river, thousands of miles of tributaries, and hundreds of cubic miles of associated aquifers, with automotive travel times from end to end of about 4 hours, make stewardship and advocacy of this extremely valuable suite of resources immensely challenging. FRk has proven to be up to that challenge, fielding a staff of four and a Board of up to 19 highly-dedicated individuals, FRK's list of accomplishments in its 11+ year history has grown to an impressive body of work. Using all three branches of government and a free press, based upon the highly-effective and time-proven Riverkeeper® business model, FRk has notched victory after victory for enough clean and flowing water to support swimming, fishing, drinking, and other public uses, plus protection of private property rights and values. Our enchanting tributaries, dancing shoals, world-class fishing and snorkeling/SCUBA diving, mesmerizing blue-hole springs, and stately river landscapes all demand our protection. They and our citizens have benefited from our work, which will continue into the foreseeable future. Started by a group of less than 50 dedicated individuals, our membership has been carefully built to over 1,000 families, farms, and businesses encompassing over 3,000 individuals and supporting a circa \$450K annual budget.

### **The Opportunity**

FRK's Director of Development and Outreach is responsible for the planning and daily execution of all activities related to fostering and maintaining a funding base for the organization, and conducting outreach/communications that support both the programmatic (issues) goals of the organization as well as the fundraising goals. Integral to this work is maintaining the quality and the 'brand' of the organization which has been carefully crafted and honed for over a decade. Our brand is predicated upon productive results for clean, flowing water and genuine, high-integrity positioning in Georgia's marketplace of ideas, policies, and culture. The Director reports to FRK's Executive Director, and will frequently work with members of FRK's governing body (the Board), coordinate closely with field staff, and will be supported daily by the FRK's Operations Coordinator. Additional support from volunteer members beyond the Board, plus sponsors, and other partners can be expected. Key areas of activity are: major donor development and retention, membership development, grant-seeking/drafting and drafting of grant reports (in direct partnership with the Executive Director), special-event planning and execution (including formal, informal, and music events), management of the organization's donor database, content development, editing, layout, and posting/oversight for all social media, email outreach, and newsletter outreach.

### **More Details on Activities and Duties**

- Update and oversee organizational development and outreach plans;
- Insure implementation of plans and strategies in close coordination with Riverkeeper/Executive Director, other staff, and Board;
- Attend Board and staff meetings as requested; provide training support as needed;
- Attend Waterkeeper Alliance and other training conferences as time and budget allow;
- Evaluate and track fundraising and communication program results and develop strategies to improve performance;
- Update social media on a near-daily basis;
- Design and publish an electronic newsletter at least twice annually; brochures, formal notices and invitations, and other printed materials as-needed;
- Design and deliver membership emails focused on issues, events, and funding as needed and directed;
- Assist with government relations; budget preparation and monitoring; activity reporting; regulatory and internal-control requirements and best practices;
- Develop and implement an annual major donor development program; a rank-and-file membership program; and retention programs;
- Develop an annual grant plan which includes reporting and schedules; in direct coordination with the Riverkeeper/Executive Director, timely submit grant proposals and reports;
- Oversee the planning and execution of fundraising events: annual gala, annual 'Knobby Knees' music festival; house parties; smaller membership events both indoor and outdoor;
- Ensure that all external communications adhere to Waterkeeper® Alliance trademark standards and FRK approved and best practices;
- Maintain an up-to-date and accurate press contact file for the Flint River watershed and key statewide and regional outlets;
- Give public presentations as directed; assist with preparation of materials for public presentations by other staff and the Board.

### **The Ideal Candidate and Key Job Features**

- A university degree or equivalent certification; minimum of two years' work experience in positions where primary responsibility was for development and outreach;
- Ability to work independently as well as in a team environment, frequently in excess of 40 hours per week, on weekends, and on short deadlines;
- Ability to digest instructions and perform high-quality work sometimes with minimal oversight and at other times with a lot of give-and-take in a fast-paced, production-oriented work setting;
- Demonstrated record of productive relations with the press and other media;
- Strong demonstrated writing skills including excellent composition, grammar, and descriptive style, with the ability to adapt messages to audiences;
- Strong demonstrated computer skills including database management, word processing, spreadsheets, communications (email, website, and social-media management), document storage and retrieval;
- A strong record of raising funds from diverse sources plus grants procurement and management;
- Strong public-speaking skills;
- Must relocate to the Flint River watershed, Georgia if not already residing there (NOT required to live in any particular portion of the watershed);
- Commitment to the conservation and restoration goals of Waterkeeper® in general, and FRk in particular; if unfamiliar with our business model, substantial evidence of a strong conservation ethic;
- Demonstrated ability to supervise others, including volunteers, and to be supervised;
- Appetite for 'the outdoor life', which can express itself through a wide variety of activities and pastimes as well as careers and work experiences.

### **Physical Demands**

The physical demands of this position include utilizing computer equipment for long hours; traveling to and actively participating in public and private meetings, speaking engagements, and tabling events; verbal communications with media representatives, contractors, and others both in person and by telephone, at times during periods of stress and conflict over water pollution and flow issues; occasional travel in remote or difficult terrain by vehicle, boat (jon, pontoon, canoe, and kayak), and afoot around the watershed including creeks, swamps, and the river. These demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to participate in the application process or to perform the essential functions.

### **Equal Employment Opportunity**

FRk is committed to a diverse, equitable, and inclusive workplace where we learn and work together to protect the Flint. We strongly encourage applicants from all ages and backgrounds to apply.

### **Compensation and Benefits**

Starting and raised salaries at FRk are highly competitive in the Georgia environmental NGO marketplace; the starting salary offered for this position to the chosen candidate will be based upon education, skill, and experience after a transparent negotiation between the selection committee and the individual. In addition to the starting salary a \$6,600 annual allowance paid in 12 equal installments as part of the taxable payroll is included as a health & medical benefit to be used at the employee's discretion. A generous and flexible leave package is in place that includes: paid vacation, sick, bereavement, parental, medical and family, plus unpaid military and personal allowances as arranged with the Executive Director. Paid holidays include: New Year's Day; National Memorial Day; Independence Day; Labor Day; Thanksgiving Day; the day after Thanksgiving; Christmas Eve; Christmas Day; plus 2 floating personal holidays.



### **Applications Procedures**

Please submit in PDF format:

- Letter of introduction and interest
- Three work references
- A resume or CV including good contact information
- A writing example in addition to your letter

Attached to an email with the subject line: YOUR LAST NAME – FRk Director of Development and Communications, addressed to: [jessica@flintriverkeeper.org](mailto:jessica@flintriverkeeper.org)

The application opportunity will stay open until the position is filled, but interviews may be scheduled as early as January 6<sup>th</sup>, 2020 with a GOAL of starting the successful candidate on February 17<sup>th</sup>, 2020. Later start dates will be considered. Reasonable travel costs for qualified interviewees will be reimbursed.

