

Job Description

Position Title	Date
Executive Director	February 14, 2024
Reports To	Employment
President, AWWF Board of Directors	¾-time to Full time employment

ABOUT the ALLAGASH WILDERNESS WATERWAY FOUNDATION

The Allagash Wilderness Waterway Foundation (AWWF) was founded in October 2011 to be the friends of the Allagash. The organization works closely with the Maine Bureau of Parks & Lands and the Allagash Wilderness Waterway and many other community partners. Visit <https://www.awwf.org/> to learn more.

The AWWF has a mailing list of some 300 individuals, schools, organizations, and businesses, a 16-person volunteer board of directors, and 13 volunteer advisors. AWWF currently operates with a part-time paid Coordinator; however, it is anticipated that the Executive Director will assess staffing needs in close consultation with the Board of Directors to determine future needs.

In 2024, the organization has four major priorities: (1) Stewardship—to protect and enhance the ecological health and wilderness character of the Waterway, (2) Youth Engagement and Education, (3) Wabanaki Collaborations, and (4) Sustainable Operations—including hiring AWWF’s first Executive Director.

In 2023, we celebrated the completion of our first strategic plan. The plan provides the framework for long-term success by creative implementation of the AWWF mission, the cultivation of strong collaborations, and the overall growth of a community of support, as the Friends of the Allagash.

POSITION SUMMARY:

The Executive Director works with the Board of Directors, staff, consultants, and organizational, business, and agency partners. For general management and support, this position works under the supervision of the President of the AWWF Board of Directors.

For the past four years, the AWWF has operated as a volunteer Board of Directors with a Coordinator who has assisted the Board to manage the day-to-day operations of the organization and to implement several broad initiatives, including the *Youth on the Allagash* program and the *Natural Resource Inventory and Monitoring* program. In addition, the Coordinator has helped oversee the development of a new website and rebranding, taken responsibility for regular communication with the use of social media, and assisted with annual fundraising.

The Executive Director will work with the Board of Directors to identify additional staff and contractor needs and recommend a process for realigning the daily work of the organization.

The AWWF creates an environment where staff have opportunities to learn new skills and learn on the job. Prospective candidates are not required to meet every qualification of the position.

ESSENTIAL JOB FUNCTIONS:

Management and Operations

(35%)

With the Board of Directors:

- Works with the full Board of Directors and Executive, Governance, Finance, and Development Committees to establish strategic multi-year and annual priorities.

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- Recommends internal and external policies, programs, and actions to support strategic priorities.
- Supports and works with the Board of Directors in major gift fundraising and member recruitment.
- Facilitates the annual planning process with the Board of Directors and staff.

With staff or contract support:

- Works with staff or contractors to ensure scheduling, note taking, recordkeeping, and filing to support the Board of Directors' work.
- Implements strategic multi-year and annual priorities into day-to-day operations.
- Manages and supports the implementation of program priorities.
- Establishes performance goals for staff or contractors and provides support to reach goals as needed.
- Manages projects related to internal organizational systems, information technology, and active projects & programs such as Youth on the Allagash, Storied Lands and Waters, Wabanaki Collaboration, and Natural Resource Inventory and Monitoring.
- Manages human resources matters and third-party contractor obligations.

With external parties:

- Liaises with partners including the Maine Bureau of Parks & Lands, the Valley Unified Schools, Youth Program operations partners, and other organizational and business collaborators.
- Consistent with AWWF's mission, the ED educates others including local, State and Federal officials about the Allagash Wilderness Waterway.

Development

(50%)

With the Board's Executive and Development Committees:

- Assists in the creation of an annual revenue and expenditure budget that sets goals for donations, grants, events, and capital projects.
- Works with Board of Directors and partners to identify fundraising priorities for annual and multi-year campaigns.
- Engages in cultivation and stewardship of donors with particular emphasis on major and leadership donors to meet operating and capital funding goals.
- Acts as the spokesperson and public face of the organization at events.

Communications

(5%)

With the Board of Directors:

- Strategizes AWWF's media response on key issues.
- Acts as the spokesperson and public face of the organization, promoting the organization's work with donors, volunteers, and local, state, and federal governments.
- Prepares for Board approval press releases and talking points for the organization.

Finance

(5%)

With the Board's Finance Committee and Treasurer:

- Supports the creation of annual budget with the Finance Committee and staff.
- Monitors the annual budget with the Finance Committee.
- Engages in an annual audit by independent firm selected by the Board of Directors.

Grants

(5%)

With the Board's Development Committee and relevant program committees, and third-party contractors:

- Collaborates with the Board, staff, and contractors on grant research, drafting, submission, and reporting on an as needed basis.
- Approves of grant solicitations and reports prior to final submissions.

EDUCATION, EXPERIENCE AND KNOWLEDGE QUALIFICATIONS:

MINIMUM EDUCATION: Bachelor's degree (4-year degree) or proven work experience.

RELEVANT WORK EXPERIENCE: 5-8 years.

REQUIRED KNOWLEDGE/EXPERIENCE: Experience working in nonprofit leadership, with a volunteer Board of Directors form of governance, with financial management of budgets, with public lands, in working partnership models, in nonprofit fundraising from individual donors and foundations, and passion for outdoor education and recreation, Wabanaki collaboration, and land conservation and stewardship.

PREFERRED KNOWLEDGE/EXPERIENCE: Experience working with state and/or federal agencies, public schools, rural communities, and tribal communities.

SKILLS QUALIFICATIONS:

- **Basic Skills** - Active Listening, Mathematics, Reading Comprehension, Speaking, Writing, Active Learning, Critical Thinking, Learning Strategies, and Monitoring.
- **Social Skills** - Coordination, Instructing, Negotiation, Service Orientation, and Social Perceptiveness.
- **Resource Management Skills** - Management of Financial Resources, Management of Personnel Resources, and Time Management.
- **Systems Skills** - Judgment and Decision Making, Systems Analysis, and Systems Evaluation.
- **Technical Skills** - General Technical and Technology Design Skills.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Working Conditions include exposure to: Dirt, Heat, Insects, Water, Cold, and Office Environments.

Physical demands may include: Sitting, Standing, Walking, Hiking, Canoeing, Climbing stairs, Climbing ladders, Sustained bending, Overhead reaching, Driving, Use of keyboard or other digital dexterity, Use of written or verbal sources of information, like reading reports, and Use of oral communication to perform work.

LOCATION & TRAVEL

AWWF does not maintain a physical office. AWWF's post office address has been close to the Coordinator's home, first in Bangor and currently in Portland, Maine. Travel to locations throughout Maine is a frequent requirement of this job. The Executive Director must maintain a reliable car and valid driver's license.

Applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed on this job description) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

SALARY & BENEFITS

Insurances (health, dental), Paid Time Off ("PTO"), sick time, and employer-matched SIMPLE IRA retirement benefits are offered to all ¾-time and full-time AWWF employees. This is a salaried exempt position with some work on nights and weekends required. The annual salary range for this position is \$65,000 and \$75,000, based upon qualifications and experience.

APPLICATION PROCESS

Please submit a cover letter, resume, and three references to Don Hudson, at wdonhudson@gmail.com with the subject line "Executive Director." Priority will be given to applications received on or before March 15, 2024, and candidates may be considered until the position is filled.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the Allagash Wilderness Waterway Foundation reserves the right to modify, add or remove duties and assign other duties as necessary.