



Executive Director Job Description

*Preserving the past, Living the present, Protecting the future of the Conestoga River
by leading programs to make the river Clean, Healthy and Accessible to all.*

Reports to: Board of Directors

Position Summary:

The Executive Director serves as the chief executive officer of the Conestoga River Club (CRC) and is responsible for overall management, operations, and strategy implementation of the Club. As such, they are the public face of the CRC and must demonstrate the exceptional values that are the overall bedrock of the organization. The Executive Director reports to the CRC Board of Directors and is responsible for developing, implementing and advancing the goals, programs, projects and plans consistent with the mission of the organization and the strategic direction of the Board of Directors. This includes but is not limited to supporting and improving recreational access to the Conestoga River, promoting river conservation through multiple avenues including highly visible cleanup efforts, and supporting educational activities aligned with conservation efforts throughout the County. The Executive Director assures the Club meets its role as Water Trail Manager; they are responsible for operations, operational and capital fundraising, program development, and strategic partnerships, to further the goals of the CRC.

Status:

- Full-time position: 40 hours/week. Will require some evening and weekend work activity and appearance. This role is 100% remote, with preference given to Lancaster County. Work is conducted from home or other suitable remote locations.

Key Responsibilities:

- Leads the strategic planning process for and in coordination with the Board, assuring that the Mission, Vision, Purpose and Priorities of the organization are clear.
- Guides the design and implementation of programming under the pillars of recreation, conservation, and education.
- Develops and oversees day-to-day operational plans, strategies and tactics to implement the Mission and Vision of the organization.
- As the lead fundraiser for the Club, develops and implements long-term, sustainable operating and capital fundraising strategies, including, but not limited to securing grants, sponsorships, and individual donations.
- Develops appropriate communications plan to support the Club's public and fundraising strategies.
- Maintains and grows the membership and volunteer base of the Club.
- Seeks out, cultivates and maintains relationships and strategic alliances through effective communication and coordination with local, state and federal donors, agencies, community groups, and other stakeholders.
- Supervise and mentor staff, contractors, and volunteers including the Director of Programs and administrative support.
- Oversee financial management, including annual and project specific budgeting, monitoring and reporting in coordination with the Board Treasurer.
- Represent the organization in public events, meetings, and media opportunities.
- Reports to and works with the Board of Directors to develop, implement and oversee policies and procedures.

- Evaluates performance, and executes short and long-range plans with regular reporting to the Board of Directors through written and in-person reports
- Ensure compliance with legal and regulatory requirements, including nonprofit governance.

Qualifications

- Passion for non-profit work and community engagement with a plus for river conservation and recreation.
- 5+ years in nonprofit leadership, environmental management, or related fields
- Demonstrated experience working with government agencies, with a plus for conservation or environmental sectors.
- Basic understanding of local, State, and Federal laws and regulations as they may impact the Conestoga River and the CRC's mission.
- Strong background in fundraising, grant achievement, and budget management.
- Excellent communication, networking, and public speaking skills.
- Proven team leadership with the demonstrated ability to lead with integrity and enthusiasm.
- Consistently presents oneself in a professional manner and shows consideration and respect for all partners and members of the public.
- Adaptable and open to feedback to continually improve personal skills, organizational processes and program offerings.
- Valid driver's license, insurable driving record, and willingness to travel as necessary.

Requirements:

- Knowledge of river conservation, outdoor recreation, water safety, and environmental stewardship.
- Bachelor's degree (relevant experience may substitute).

Legal Requirements:

- Must have a clean Child Abuse History Clearance, Pennsylvania State Police Request for Criminal Records Check, and Federal Criminal History Record Information (CHRI), if employee has lived outside of the state in the last 5 years.

FLSA: Exempt