Background

Three Rivers Waterkeeper (3RWK) is a nonprofit environmental and education organization whose mission is to protect the water quality of 125 river miles of the Monongahela, Allegheny, and Ohio Rivers in the Pittsburgh region. This is done by patrolling the rivers with the Waterkeeper boats, monitoring water quality, evaluating incidents of pollution, reviewing permits, supporting community education, and holding polluters accountable to clean water laws. The Pittsburgh region has a historic legacy of environmental issues that have not only altered the geographic landscape, but have also created vulnerable populations and continued to impact them.

3RWK is a member of the Waterkeeper Alliance, an international coalition dedicated to protecting and restoring our world’s waterways. Like the Waterkeeper Alliance, 3RWK envisions drinkable, fishable, swimmable water. 3RWK was formed in 2009 and is presently rebuilding after a period of operating without a paid staff. As part of the rebuilding effort, 3RWK is embarking upon a strategic partnership with the Pittsburgh Water Collaboratory for Water Research, Education and Outreach, University of Pittsburgh Environmental Law Clinic, and the Mountain Watershed Association (a Waterkeeper peer organization). The organizations recently adopted a three-year collaborative strategic plan.

“Data shows that women and minority candidates often hesitate to apply for a job because they may not meet all of the qualifications listed. Our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you!”

Position Description

The Executive Director is responsible for the day-to-day operations of the organization; ensuring the organization’s financial stability, and focusing on mission-related programs and activities. The ED oversees staff, maintains accurate and complete financial and organizational records, and ensures compliance with all applicable regulations. The Executive Director is the chief fundraiser, administrator, and ambassador for the organization and also directs staff. The ED reports to the Board of Directors.

Duties and Responsibilities

Leadership and Strategic Partnerships

- Responsible for the day-to-day management of the organization including: staffing, supervision and evaluation of 3RWK employees, interns, and volunteers;
- Review and enhance existing, or develop new, and continually assess and update internal procedures and organizational protocols in line with nonprofit best practices, including;
- Work with the 3RWK board to develop and adopt a strategic plan and organizational goals and objectives that progresses the mission of 3RWK and complements the collaborative plan;
Regular engagement with the Board Chair to ensure that projects and programs are continually measured against the organization’s goals and objectives in accordance with its mission;
Convene 3RWK and its strategic partners to nurture the partnership to achieve the collective goals as outlined in the 2021-23 Collaborative Strategic Plan;
Identify and establish additional partnerships with public and private organizations that share and align with 3RWK’s mission and goals;
Serves as chief administrator for the organization and carries out all other duties as assigned by the Board.

Community and Public Relations
Promote the 3RWK’s Waterkeeper as the primary spokesperson and public advocate pertaining to water quality issues of Pittsburgh’s Three Rivers;
With the support of the University of Pittsburgh Environmental Law Clinic and the Board of Directors, work to hold polluters accountable and initiate enforcement actions in compliance with clean water laws.
Create and implement marketing and communications strategies to articulate the mission and vision of the 3RWK to key stakeholders and the public;
Recognize any public relations and advocacy issues and regularly report them to the Board of Directors.

Fundraising and Administration
Work with the Board to develop an annual budget, monitor finances and arrange for annual audit. Manage cash flow for the organization, authorize payments of bills and see that bank deposits are made in a timely fashion
Lead financial stewardship, including budget development and implementation, preparation of financial statements, manage payroll, IT, insurance, and vendor relationships while adhering to appropriate accounting procedures and reporting in compliance with federal and state regulations and requirements specific to funding agencies;
Work with the Board of Directors to develop a revenue generation strategy tied to the organizational budget that includes financial support from individuals, corporations, foundations, government, and special event sources;
Maintain collegial relationships and regular communication with Board members and Board committees.
Establish and maintain a harmonious work environment. This includes responsibility for staff relations, efficient office procedures, human resources policies, and opportunities for staff development.
Responsible for maintaining all corporate records.

Programs and Research
Work with the Waterkeeper and Collaborative partners in program development and planning.

Desired Skills
Bachelor’s degree required. Graduate degree preferred.
Minimum of 5 years of non-profit management experience.
Knowledge of Pittsburgh’s Three Rivers and the threats to the river system.
Experience with Quickbooks software or other accounting software.
Ability to navigate the nexus of conflicting priorities and experience in conflict resolution.
Strong communication skills, with the ability to clearly and effectively articulate complex issues and technical information to a diverse audience. This includes exceptional public speaking, writing, and interpersonal skills.

Demonstrated experience prioritizing staff and board management.

Demonstrated success identifying and implementing innovative solutions to complex, evolving and potentially politically sensitive issues.

Ability to work nights and weekends, especially during special events.

Commitment to the mission of Three Rivers Waterkeeper.

Physical Aspects of the Job

- A valid PA Driver’s license, reliable transportation, and a clean driving record.
- Ability to travel to day and evening meetings and presentations throughout the region.
- Ability to lift 30 lbs.

Salary: The range for this position will be between $60,000 and $65,000. Commensurate with experience.

Benefits package includes health insurance, generous PTO, and flexible hours. Pittsburgh is widely regarded as a livable and affordable city.

To be considered for the position, the applicant must submit the following:

- A cover letter
- A resume
- Two writing samples that demonstrate written communication skills

Submissions are due by March 5, 2021 and are to be sent to: jobs@threeriverswaterkeeper.org

Our staff and Waterkeepers are the heart of our mission, and we are committed to pursuing the principles of Justice, Equity, Diversity, and Inclusion (JEDI) as we move forward to a more equal and empowering future as an organization. We aim to create and sustain a workforce that reflects the hundreds of global communities we strive to protect in our fight for clean water, and welcome applicants from diverse backgrounds to apply to join our team!