

WATERSHED COORDINATOR

The Friends of the Mukwonago River, a grassroots non-profit organization located in the Mukwonago area in Southeastern Wisconsin, seeks to fill a limited-term, part-time watershed coordinator role to assist its Board of Directors in: growing our organization, increasing its effectiveness, facilitating watershed protection and restoration projects, improving our funding base, reaching out to the community and our partners, and performing administrative duties. We seek a dynamic go-getter who preferably has both watershed and nonprofit management experience. The successful candidate will work to fulfill specific organizational development objectives designed to help build a sustainable future for the organization. Entrepreneurs and innovators welcome!

Primary responsibilities:

1. provide support to the Board in development of a strategic plan and work plans
2. work with the Board on program and project activities
3. coordinate community outreach and educational activities, including organizing events
4. maintain and build partnerships, including attending and organizing meetings
5. help prepare newsletters and manage website and social media content
6. assist with development of a fundraising plan, grant writing, and membership recruitment
7. help create and maintain membership database to support recruitment and renewals

Qualifications:

- B.A./B.S. with 2 years experience in environmental studies, conservation biology, watershed management, or a similar field (additional experience may substitute for lack of a degree)
- Experience with community-based conservation approaches and issues, with an understanding of ecology, watershed protection, and nonprofit management

Skills:

- knowledge of effective techniques for informing and engaging the public
- strong organizational skills to carry out multiple projects within time and cost constraints
- strong written and oral communication skills
- successful grantwriting and fundraising experience
- basic computer skills (word processor, spreadsheet, database, web content management)
- demonstrated ability to work with diverse groups on potentially controversial issues

This is a six-month contract position for up to 500 hours, with potential for renewal. The Board of Directors will provide general direction and set project goals and objectives. The contractor will independently carry out assignments and will regularly report to the Board on progress. Compensation is commensurate with experience. This position does not provide benefits.

Please email letter of interest and resume to friendsofthemukwonagoriver@yahoo.com.

Application deadline: October 4, 2010.

The Friends of the Mukwonago River was born in 1999. Its mission is to protect the Mukwonago River and its associated watershed ecosystems by way of education, advocacy, and promotion of sound land use throughout the watershed. See <http://www.mukwonagoriver.org/> for more details.