

Watershed Coordinator: 1000-hour annual contract; independent contractor position

Reporting to the Board of Directors, the Watershed Coordinator will work to implement strategic and operational plans. The Watershed Coordinator will work closely with the board and committee volunteers to prioritize and execute educational and watershed protection and restoration programs; support membership, donor, and volunteer recruitment and retention; support public relations and communication strategies; and support financial development initiatives. The Watershed Coordinator will be directly supervised by a representative of the Board's Executive Committee, will report monthly to the Board, and will execute all responsibilities in concert with the Friends of the Mukwonago River's mission and values. Flexibility in scheduling will be required and attendance at occasional weekend meetings will be expected.

JOB RESPONSIBILITIES

Educational and Watershed Protection and Restoration Programs: (Estimated 45%)

- *Support* planning and implementation of youth and adult educational programs in conjunction with the Watershed Education Consortium and Friends' Education Committee including but not limited to: water monitoring training, invasive/native species training and projects, and various service learning projects
- Plan and implement educators' training series in conjunction with the Watershed Education Consortium and Friends' Education Committee
- Assist with documentation of volunteer hours, grant deliverables and photo documentation as it pertains to educational, outreach, and watershed protection and restoration projects
- *Support* the Friends' Protection and Restoration Committee with watershed stewardship programs including priorities associated with the Mukwonago River Unit of the Kettle-Moraine State Forest and the Mukwonago River Watershed Protection Plan prepared by SEWRPC
- *Support* other educational priorities and deliverables as outlined in outstanding grants, operational plan and strategic plan
- Attend Education Committee meetings and support committee with timely communication follow up
- Respond to communication inquiries regarding education opportunities and direct to the appropriate organizational lead
- *Support* development of new educational and stewardship partnerships

Financial Development: (Estimated 25%)

- Attend Fundraising Committee meetings and support the committee as necessary
- *Support* Board and Finance Committee with annual budget development and management
- *Support* grant research, creation of grant calendar, and grant reporting processes
- Assist with writing and submitting 2-3 grants annually that support strategic and operational plan priorities
- *Support* Board and Fundraising Committee with corporate sponsorships, memberships and long term partnerships

- *Support* Board and Finance Committee with fundraising and endowment plan development and implementation
- Maintain donor database and ensure appropriate and timely donor communications

Membership, Donor, and Volunteer Recruitment and Retention: (Estimated 10%)

- Implement watershed activities and oversee annual calendar to include paddles/tours, timely service projects, and other watershed awareness-raising opportunities
- Track membership activity and report to board quarterly
- *Support* committees with membership, donor, and volunteer tasks relating to annual spring Watershed Event
- *Support* the Board and Fundraising Committee with donor recruitment and retention
- *Support* the Board and Fundraising Committee with annual mailings (spring watershed event and end-of-year appeal)
- *Support* the Board and committees with volunteer recruitment activities, including annual volunteer recognition event

Public Relations and Communications: (Estimated 10%)

- Distribute monthly e-newsletters and occasional action alerts as needed
- Assist Communications Committee with creation of a communications plan
- Write and submit press releases for prioritized committee/organizational projects and grant objectives aligned with annual press release calendar
- Write and submit PSAs to radio and television as necessary (i.e. annual watershed event)
- Distribute brochures/posters/documentation throughout the watershed and to partners
- Help organize and support watershed speaking engagements for Board members and volunteers with selected audiences, including service clubs, partner organizations' meetings, community events, libraries, and local governments
- *Support* Communications Committee's execution of annual events including spring watershed event, Mukwonago Midnight Magic parade, and the annual volunteer recognition event
- *Support* communications plan development and implementation with e-newsletters, regular newsletters, web updates, social media campaigns, etc.
- Check organizational email frequently and respond to inquiries as necessary
- Attend Communications Committee meetings and support the committee as necessary

Organizational Capacity Building: (Estimated 10%)

- Participate in Board of Directors, strategic planning, and other capacity-building meetings
- *Support* capacity building priorities as outlined in grant and strategic planning documents
- *Support* organizational and grant evaluation and review processes
- Track work correlated with grant deliverables

Friends of the Mukwonago River

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