

WATERSHED COORDINATOR

The Friends of the Mukwonago River, a grassroots non-profit organization located in Southeastern Wisconsin, seeks a part-time Watershed Coordinator to assist its Board of Directors in: facilitating watershed protection and restoration projects, improving our funding base, reaching out to the community and our partners, growing our organization, increasing watershed awareness, 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 make our watershed protection and restoration efforts successful and to grow the organization so this position can grow as well. Entrepreneurs and innovators welcome!

Primary responsibilities:

1. provide support to the Board with implementation of both strategic and operational plans
2. assist the Board on program and project activities including 2013 education related grants
3. grant and budget management and reporting
4. assist with development of a fundraising plan, grant writing, and membership recruitment
5. coordinate community outreach and educational activities, including organizing events
6. maintain and build partnerships, including attending and organizing meetings
7. help prepare newsletters and e-newsletters, manage website and social media content
8. help maintain membership database to support recruitment, renewals and volunteers

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:

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

This is a one year renewable contract for up to 1,000 hours per year. The Board of Directors will provide direction and set project goals and objectives. The contractor will independently carry out assignments and will regularly report to the Board on progress. A job description is available at our website (www.mukwonagoriver.org). Compensation is commensurate with experience. This is a contract position and does not provide benefits.

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

Application deadline: February 25, 2013.

The Friends of the Mukwonago River was founded 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. Online at www.mukwonagoriver.org/.