



Position Description – Executive Director

Founded in 1999, California Coastkeeper Alliance (CCKA) is a non-profit organization that coordinates, supports, and enhances the work of twelve local California Waterkeeper programs spanning the coast from the Oregon border to San Diego. The Alliance and its member Waterkeepers work daily to protect and enhance healthy coastal and marine habitats and clean, abundant water flows throughout the state, for the benefit of Californians and California ecosystems. CCKA protects and expands upon the advances made by place-based Waterkeepers by advocating before state decision-makers on critical clean water and healthy ocean initiatives.

POSITION:

The Executive Director is a dynamic individual who will build on the strengths and successful history of CCKA by identifying opportunities for program development and diversified funding streams. The successful candidate will possess the vision and drive to lead the organization, and will have the collaborative skills needed to leverage the considerable resources of the Alliance and increase its influence.

Specifically, the Executive Director has overall responsibility for advancing the mission of the Alliance and serving as its principal spokesperson. Under the general supervision of the Board of Directors, the Executive Director creates and implements strategic plans and workplans, directs all aspects of day-to-day operations and budget oversight, manages the organization's staff, identifies and successfully pursues funding opportunities that ensure the organization's financial health.

RESPONSIBILITIES:

Organizational Management and Operations

- Works with staff to prepare an annual budget for the Board's review and approval; monitors and administers the adopted budget; keeps the Board informed of financial status of organization.
- In conjunction with the Board of Directors, develops, updates, and ensures implementation of by-laws, personnel policies, and other policies approved by the Board, and ensures the organization complies with all local, state and federal regulations.
- Maintains a climate that attracts, retains, and motivates a strong staff team, and, as applicable, talented contractors. Manages and oversees recruitment, supervision, mentoring, and evaluation of staff, and provides overall operational direction for programs.
- Reports regularly to the Board of Directors and appropriate committees on the status of internal and external issues affecting the Alliance.

Program Development and Implementation

- Provides leadership to cultivate and implement a shared organizational vision among the Board and staff; works with the Board to develop, review and update as needed the organization's long-term vision and strategic plan.
- Oversees the development and implementation of programs and annual work plans to advance organizational priorities, including but not limited to water quality, water supply/flows and marine

and freshwater ecosystem protection policies before state administrative agencies and the California Legislature.

- Drafts and presents oral and written testimony, comments, research, and reports, and implements other advocacy strategies, to advance Alliance positions.
- Oversees the development and implementation of communication strategies to inform government officials, agencies, organizations, and the general public about issues of importance to the Alliance.
- Ensures that collaborations and partnerships are effectively utilized to leverage resources and expertise in support of the organization's mission and work plan.
- Identifies and pursues opportunities to build a broader constituency in support of clean, abundant waterways and healthy ocean ecosystems.

Fundraising and Development

- Ensures that adequate funds are available to permit the organization to carry out its work by developing and implementing long and short-term fundraising plans.
- Works with the Board and staff to identify current and potential funders, cultivate relationships, draft proposals and grant reports, and ensure sustainable and sufficient organizational income.
- Broadens and diversifies the funder base to create a sustainable support model for 2012 and beyond.

QUALIFICATIONS:

- Proven leadership and effective staff and program management skills including: experience managing organizational change; strong strategic and financial planning skills; ability to retain, motivate and attract strong and creative staff; and demonstrated ability to work effectively with a Board of Directors.
- Graduate degree in environmental studies, law, public policy or a related field, along with 10+ years working in a conservation setting. Strong familiarity with California water quality and/or marine and freshwater ecosystem issues.
- Experience and effective working knowledge of California public policy processes related to water and ocean issues.
- Proven track record in fundraising, including both public and private funding sources.
- Ability to work independently, excellent organizational skills, and exceptional written and verbal communication skills, including proven ability to innovate and implement successful communication strategies.
- Intellectual curiosity, commitment to teamwork, appreciation of humor as a critical component of an effective workplace, and clear and open communication style.
- Proven ability to strategically network and collaborate with other organizations, agency staff and the private sector as needed to advance the mission of CCKA.

LOCATION: The position is based in the San Francisco Bay Area/Sacramento corridor. In-state travel (particularly to Sacramento) is necessary to the position.

COMPENSATION: The salary and benefits are competitive and commensurate with experience.

CLOSING DATE: Applications must be received by October 7, 2011.

TO APPLY: Please email (no hard copies or phone calls, please) a resume and cover letter to ccka-ed@nonprofitprofessionals.com.

California Coastkeeper Alliance is an equal opportunity employer and maintains a policy of non-discrimination in regard to age, ancestry, color, creed, disability, national origin, race, religion, sex, sexual orientation, gender identity, or any other class protected by applicable state or federal laws.