



IPSWICH RIVER  
WATERSHED  
ASSOCIATION

*The Voice of the River*

## **EXECUTIVE DIRECTOR POSITION DESCRIPTION**

The Ipswich River Watershed Association (IRWA) seeks an Executive Director to replace its current ED, who has led the organization for more than 18 years. The new Executive Director will be responsible for continuing to build a strong organization that will attain IRWA's goals to restore and protect the Ipswich River.

IRWA is a small non-profit with an annual operating budget of \$350,000. In addition to the ED, IRWA has two full-time and three part-time staff. Program areas include Science and Monitoring; Education and Outreach; River Restoration and Watershed Management; and Policy and Advocacy. IRWA's largest initiative currently is the Parker-Ipswich-Essex Rivers Restoration Partnership. IRWA has received numerous awards for its work, including a 2011 Merit Award from Region 1 of the U.S. Environmental Protection Agency.

IRWA's headquarters is located in Ipswich, Massachusetts on a beautiful 15-acre riverfront property that includes the office, demonstration gardens and other low-impact development demonstration projects, as well as trails and a canoe dock. For further information about IRWA, see <http://ipswichriver.org/>.

The Executive Director position requires a highly-qualified, motivated individual who has a solid understanding of river protection issues and is a proven fundraiser and an effective manager. The ideal candidate for IRWA's Executive Director:

- Is knowledgeable about laws, regulations and policies governing river restoration and protection in Massachusetts.
- Understands technical information about issues such as fisheries restoration, hydrology, pollution control, impacts of dams, and integrated water resource management.
- Has excellent communications skills and is able to function effectively as the principal spokesperson for the organization; he/she must be a strong writer and speaker.
- Is a strong advocate for environmental protection, capable of developing and implementing an effective strategy to restore and protect the Ipswich River in multiple jurisdictions.
- Has strong managerial skills, preferably within a non-profit context, including strategic planning and program development, staff management, budgeting and financial management, recruiting supporters, and working effectively with a Board of Directors.

- Is an experienced and effective fundraiser, with a track record of successful grant proposal writing as well as a proven ability to raise substantial unrestricted funds.
- Works effectively with other organizations and builds coalitions to further mutual interests and seek solutions to potential conflicts.
- Is a capable problem solver who is able to utilize limited resources effectively and prioritize among many challenges and opportunities.

The following qualifications, while not required, would be considered strong plusses:

- A familiarity with the Ipswich River and the communities and stakeholders of the region
- Experience overseeing property management and/or a building project
- Specific experience implementing a capital campaign

**Education and Experience:** The ED candidate should hold a Masters degree or equivalent in a natural resource management field with at least ten years of related experience, including some direct experience with non-governmental organizations. Specific knowledge of river and water issues is essential.

This is a full-time, permanent, salaried position with benefits; salary is commensurate with experience. The ED is expected to use his/her own vehicle when necessary for travel outside the office; IRWA reimburses travel expenses.

To apply, please send your resume by March 15, 2012 to:

Peter Phippen, President

[irwa.edsearch@gmail.com](mailto:irwa.edsearch@gmail.com)