

Whidbey Watershed Stewards
Administrator Position Description
January 2012

- Salaried at \$800-\$1000 per month based on \$20 per hour for 40-50 hours per month.
- Reports directly to the Board and keeps President, Treasurer, and appropriate committees informed of activities and progress.
- Performance is evaluated annually by the Board.

I. Implements the Mission and Vision of WWS

- Helps develop and refine mission as needed, with the Board.
- Communicates the Vision and Mission to others with integrity and creativity.
- Sees the “big picture” and plans for the future of the organization.
- Identifies opportunities to communicate relevant information to WWS donors and the South Whidbey community.
- Develops and updates informational materials for the organization (e.g., fact sheets, brochures) as needed. Edits and proofreads all materials for public.

II. Coordinates Administrative Functions for the Organization

- Ensures organization is operating within Washington State’s laws governing non-profit corporations. Keeps abreast of requirements, alerts Board to issues, proposes changes. Maintains accurate administrative records for the organization.
- Supervises financial functions for the organization, in conjunction with the Treasurer; supervises work of the Bookkeeper.
- Works with committees and staff to track budgets for projects and events.
- Responds to, or redirects as appropriate, correspondence and e-mail and/or phone inquiries. Checks PO box and voicemail regularly.
- Serves as a member of the Executive Committee and assists work as needed; works with Board President to develop meeting agendas and materials for distribution; attends Board meetings; sends Board updates as needed to enhance information flow; helps recruit and orient new Board members.
- Coordinates and/or supervises the work of other staff as needed, within a shared leadership model.

III. Supports Board Fundraising Efforts

- Tracks income and response rate for all fundraising efforts (with bookkeeper).
- Receives and tracks donations and prepares thank yous/receipts for signature.
- Works with bookkeeper to maintain and update master database for mailing list, donor info, and landowner information.
- Works with other staff, volunteers and Board to implement annual fund drive.

- Writes grants or appeals (with other staff) to foundations, service groups and clubs, co-sponsors, or other funding sources for Board-approved projects or events.
- Assists with major donor outreach and solicitation, materials, events.
- Serves as member of the Fundraising Committee.

IV. Promotes Community Outreach and Programs (in conjunction with Board and other staff as appropriate)

- Cultivates relationships and partnerships with other organizations to promote visibility, funding and collaboration with WWS activities.
- Helps develop and staffs outreach, adult education and fundraising events. Promotes events and projects as needed. Cultivates relationships with media reporters and editors. Identifies opportunities for appropriate advertising.
- Develops messages for e-mail lists, Facebook and blogs to alert donors and interested individuals to events, classes and volunteer opportunities.
- Coordinates newsletter content, production, and distribution. (Twice yearly)
- Develops relationships with watershed landowners, residents and community members for volunteering, committee work, and partnerships.
- Helps recruit, train and deploy volunteers for various projects and committees.
- Serves as a member of the Education/Outreach Committee.

Desired Qualities -

Attention to detail; accuracy

Computer Literacy (word processing, spread sheets, database, internet research)

Desire and ability to communicate and network

Verbal and written proficiency and comfort with public presentations

Financial acumen and accuracy

Ability to work effectively with a Board, staff and volunteers

Willingness to participate in the life of the surrounding community

Familiarity with the environmental community