

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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nycwatershed.org



WAC Executive Director Position Description

Function:

The Executive Director serves as the Chief Executive Officer responsible for day-to-day management, supervision and administration of all Watershed Agricultural Council (WAC) programs and for management of Watershed Agricultural Council (and affiliate's) resources. The Executive Director reports to the Council and is responsible for the organization's consistent achievement of its mission as well as strategic and financial objectives.

This position requires a dynamic, mission-driven leader who is passionate about ensuring the continued quality and effectiveness of WAC programs.

Responsibilities:

A) Leadership

- Ensures that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Plays a formative role in building the culture of WAC around community service, accountability and results.
- Provides thoughtful executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission as defined by the Council.
- Ensures legal and ethical propriety of all activities.

B) Personnel

- Responsible for the recruitment and employment of all personnel.
- Ensures that written job descriptions are developed and maintained, that regular performance evaluations are held, and that sound human resource practices are in place.
- Ensures that an effective management team, with appropriate provision for succession, is in place.
- Encourages staff development and education and assists program staff in relating their specialized work to the total program of the organization.
- Retains diverse, highly qualified staff by providing career coaching, growth, and personal development for workers.
- Maintains a climate which attracts, keeps, and motivates a diverse staff of top-quality people.
- Takes the appropriate course of action for unsatisfactory performance in accordance with WAC personnel policies.

C) Contracts

- Manages fiscal and physical resources of WAC including preparation of budgets and financial statements, and inventory of physical assets.
- Negotiates all contracts; acts as contracting and procurement officer.
- Develops subcontracts as appropriate to complete Council tasks. Supervises those subcontracts and provides fiscal oversight as well as compliance with contract deliverables.

D) Budget

- Secures resources, budgets and allocates resources appropriately for a \$16M-\$18M annual consolidated budget
- Holds him- or herself accountable for the financial health of the organization.
- In collaboration with the WAC Finance Director/CFO, develops and reviews all WAC budgets.
- Supervises the development of operations-based financial modeling.
- Ensures Council expenditures are consistent with the adopted budgets as well as with funder contracts and grants; seeks funder and Board approval for budget modifications.
- Coordinates and leads annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with operational and senior management for all locations.

E) Liaison

- Serves as the public face of WAC.
- Acts as liaison with WAC partners, stakeholders, media, and grantors.
- Actively cultivates a relationship and dialogue with our local communities through promotion of WAC programs.
- Represent the organization externally in various forums, with affiliated organizations, funders, policymakers, media, etc.
- Manage the organization's brand and reputation through oversight of external communications and marketing.
- Supports the WAC Council and Committees.

Requirements:

- Bachelor's Degree, minimum. Higher degree preferred
- 7 - 10 years executive management experience preferably in leading nonprofit organizational change focused on staff accountability for results
- A strong commitment to the role of community-based non-profit organizations as agents of positive change.
- Excellent communication and presentation skills, with the ability to communicate persuasively, concisely, and unambiguously in speech and writing.
- Innovative and creative problem solver.
- Established track record of program development and administration.

- Fund development experience, as well as experience with contract management and budget development.
- Proven track record with building cross functional teams and internal collaboration.
- Experience in working with Board of Directors and related committee structures.
- Ability to work well and maintain relationships with a wide variety of people including rural and urban, public agency staff, farmers and foresters, and elected officials.
- Collaborative work style, with the ability to build bridges across divergent and competing interests.

Reporting Relationships:

The Executive Director reports to the WAC Council through the Executive Committee and shall be evaluated by the Executive Committee.