

Greater New Orleans Water Collaborative – Executive Director Position

Position Summary

Greater New Orleans is a water region, and how we manage water will determine our future. The Executive Director of the Greater New Orleans Water Collaborative is among the key leaders who will help shape that future. The Executive Director leads the Water Collaborative, including organizational development and leadership; staff and program management; collaboration with the board, membership and volunteers; fundraising and financial management; partner and governmental relationship management; and water-related policy and advocacy. Strong organizational skills and an entrepreneurial spirit are needed to help bring diverse people and entities together to seize the extraordinary water management opportunities for our region, and to maximize the impact and effectiveness of the Water Collaborative.

Our Vision

We are a collaborative of individuals, organizations, and communities working to address critical water issues throughout New Orleans and the region. This work is guided by the vision and principles of the Greater New Orleans Urban Water Plan.

We recognize that this region’s long-term sustainability depends upon urban water management efforts working in parallel with coastal protection, restoration, and other measures to address severe weather and sea level rise.

We work to make New Orleans a strong, safe urban environment that celebrates the region’s abundant water resources. Through these efforts, New Orleans can become America’s Water City, leading the nation in urban water management practices, design, technologies, and innovation.

Essential Duties

Governance

- Provide Board of Directors logistical support and information necessary to fulfil their governance responsibilities, including monthly financial statements.
- Ensure committees and working groups meet regularly; act as a liaison between these teams.
- Convene regular professional development offerings and membership meetings to present timely, relevant and actionable learning about integrated water management.
- Communicate with members and ensure that member voices are heard.

Advocacy

- Advocate for positions and interests to elected officials and advisory bodies and provide supporting public policy research.
- Represent the Water Collaborative as a spokesperson and point of contact for stakeholders, partners, members, and media.
- Respond to public and stakeholder inquiries, including through participation in panels, presentations, walking tours, and educational exhibits that increase public support for integrated water management.

Programs

- Fundraise through grants, donations, dues and events, including the requisite reporting, tracking and acknowledgements.
- Recruit and engage volunteers in program-related events.
- Track participation and collective impact of Water Collaborative members.
- Maintain regular, professional communications, including e-newsletters, social media channels, and publications such as white papers and fact sheets.

Qualifications

Bachelor's Degree and 3-5 years of in nonprofit management experience preferred.

Preferred Knowledge and Skills

- Self-directed and able to produce high quality work independently while managing multiple tasks or projects;
- Building effective governance mechanisms;
- Fostering a welcoming environment to all people and voices;
- Media, Partner relationships, government relationships
- Developing and maintaining funder relationships, grant writing, building organizational capacity;
- Strong written and interpersonal communication skills;
- Meeting planning and facilitation skills;
- Familiarity with or aptitude for best practices in nonprofit management, including financial reporting and fundraising;
- Community and political organizing and advocacy experience to the list of skills;
- Proficiency with or aptitude for software and online services including Word, Excel, Google Drive, Squarespace, Mailchimp and Quickbooks;
- Familiarity with best water management practices, especially as they apply to the Greater New Orleans region;
- Understanding of how to promote equity and inclusivity.

Reporting Relationships

The Executive Director's role is overseen by (reports to) the Board of Directors and reports to the Executive Committee, which consists of a Chair, Vice-Chair, Treasurer and Secretary. Additionally, the Director must report back to grant makers, providing the proper documentation of the outcomes from grants. The Director is responsible for hiring and day-to-day supervision of the Program Coordinator, which is an AmeriCorps VISTA position.

Currently the Executive Director is technically an employee of the organization's fiscal agent, CBNO-MAC Foundation, but that is anticipated to change when the Water Collaborative receives 501c3 status from the IRS. That organizational formalization process is well underway and completing the necessary steps will be a 2019 goal for the incoming Director.

NON-DISCRIMINATION POLICY

We believe that climate, urban, and coastal flooding disproportionately impacts marginalized people, including people of color, working class people, women and LGBTQ people. We believe these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities

COMPENSATION: \$50,000 yearly; opportunity to increase salary and benefits based on ability to raise funds. This is a full-time position, but hours are flexible.

TO APPLY: Submit Resume, Cover Letter, Writing Sample, References to collaborative@nolawater.org

