

ARMAND BAYOU WATERSHED COORDINATOR
JOB ANNOUNCEMENT

Reports To: Watershed Council

Classification: Salaried, Full Time

Salary: Commensurate with experience and qualifications

Pay Basis: Monthly

Benefits: Insurance Allowance

Location: Armand Bayou Watershed, TX

Position Summary:

The mission of the Armand Bayou Watershed Partnership is to “improve the quality of life in our communities by protecting, enhancing, and restoring the ecological integrity and natural benefits of the Armand Bayou watershed.” The Watershed Coordinator is responsible for the overall administration and management of the Armand Bayou Watershed Partnership, including fundraising/grantwriting and business operations. Areas of responsibility include planning and evaluation, policy and program development and administration, personnel and fiscal management, and public relations. This is a full-time position, hired by and directly accountable to the Armand Bayou Watershed Council, communicating regularly with its elected Council chair.

The Watershed Coordinator implements policies approved by the Council, manages the organization’s programs and operations (including implementation of its Strategic Plan), and represents the organization in the community.

Qualifications and Skills:

- Bachelor’s degree in a relevant field, such as biology, environmental science, natural resources management, or other degrees with extensive applicable experience.
- Minimum 3 years experience in dealing with watershed issues.
- Current driver license, dependable transportation, and current liability insurance.
- Strong interpersonal skills, including the ability to develop and manage productive relationships with diverse watershed stakeholders.
- Grant writing and grant management.
- Organized and self-directed.
- Ability to create and foster teams to solve watershed problems.
- Effective communication skills: written, presentation, facilitation.
- Demonstrated project coordination and organizational skills.

- Knowledge and skill with Microsoft Office suite, WordPress, and QuickBooks.
- Excellent working knowledge of English.
- Experience with ArcGIS or ArcView, a plus.

Duties and Responsibilities:

- Oversee the development, implementation, and evaluation of programs and services that support the mission, including implementation of the Strategic Plan.
- Develop, maintain, and implement a watershed protection plan.
- Assist other organizations in their grants for Armand Bayou Watershed protection activities.
- Create and facilitate workgroups to develop and implement watershed protection activities.
- Ensure accurate data collection and entry.
- Conduct outreach and educational activities to advance understanding of water and habitat issues in Armand Bayou Watershed.
- Interact with other groups and governmental agencies as appropriate for the benefit of Armand Bayou Watershed.
- Promote and publicize Armand Bayou Watershed activities and projects to further the mission of the Armand Bayou Watershed Partnership.
- Project, at all times, a “customer first” attitude and philosophy in executing assigned responsibilities.
- Maintain a friendly, collegial and positive attitude and demeanor in all relationships.
- Represent the organization by participating in key associations and organizations, serving on committees and advisory groups, and speaking in public settings.
- Build positive relationships with partner organizations, policymakers, media, and others.
- Procure and manage contractors and consultants, including development of scopes of work, solicitations of proposals, evaluation and recommendation to the board for contract awards, financial management, and project closure.
- Work with the Council chair to prepare agendas and supporting documents for Council meetings.
- Lead the staff and Council in developing a realistic annual budget, and making financial decisions consistent with the budget as approved by the Council.
- Lead fundraising efforts, including grantwriting, supporting the Council’s involvement in fundraising, personally cultivating and soliciting donors, and supervising of any development staff and implementation of fundraising plans and policies approved by the Council.
- Develop a staffing structure that supports the efficient delivery of programs and services, accomplishment of major goals identified in the strategic plan, and effective overall management.

- Hire and manage the staff, including the implementation and ongoing revision of personnel policies approved by the Council and managing the staff performance review process.
- Provide regular, timely internal financial statements to the Council that compare performance to budget and to the previous year or other benchmark.
- Plan for adequate cash flow to cover operational needs.
- Conduct multiyear financial analysis, analyzing trends, and engaging the Council in strategic discussions about financial stability and sustainability, including the development of adequate operating reserves.
- Comply with all local, state, and federal legal requirements.
- Maintain corporate records and files in compliance with the applicable provisions, regulations, and/or statutes.
- Maintain confidentiality while working with confidential matters on a daily basis.
- Perform other job-related duties as assigned.

- Documents required:** Cover letter, resume, and written answers to the questions below shall be submitted via e-mail to: linda.shead@sheadconservation.com
- Based on the “Ability to create and foster teams to solve watershed problems,” how have you used this skill in the past, and what would you do differently in the future?
 - Tell about past experience with outside consultants and contractors.

Comments to applicants: Employment is contingent upon the organization’s verification of credentials and/or other information required, including completion of a criminal history check.

Finalists may be required to furnish a copy of official transcript documenting degree conferred, or professional registrations.