



**Anacostia
Watershed
Society**

www.anacostiaws.org

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AWS Position Description

President, Anacostia Watershed Society, Inc.

The Anacostia Watershed Society, Inc. (AWS)—the pioneering environmental advocacy organization working at the vanguard of issues affecting land and water conservation along the Anacostia River—seeks new leadership following the retirement of its legendary founder, Robert E. Boone. The new President will build upon a strong foundation of environmental advocacy, education, and restoration initiatives, including programs aimed at protecting and restoring Washington, D.C.'s “forgotten river” through water quality monitoring and reporting, promotion of river-based recreation, and extensive engagement of local, community-based resources. Backed by a highly motivated and talented staff, the new President will lead the fight on behalf of the Anacostia River and its watershed, and maintain the organization’s reputation for environmental excellence.

AWS is a 501(c)(3) non-profit environmental organization located in the Washington, D.C. metropolitan area. Incorporated in 1989, the organization was founded with a vision of returning the Anacostia River to a swimmable and fishable condition for the enjoyment of all. The Catalogue for Philanthropy named AWS “one of the best small charities in the Washington, D.C. region” in 2006.

Title: President

Reports to: Board of Directors, Anacostia Watershed Society

A. General Summary

The President provides overall leadership of the Anacostia Watershed Society. The President shall act to increase membership, expand sources of funding, enhance the effectiveness and impact of environmental advocacy efforts, strengthen partnerships with other environmental organizations, and implement programs that result in tangible environmental quality improvements in communities throughout the Anacostia River watershed.

B. Major Responsibilities

Operations and Staff

- Oversee operations of all programs conducted by the organization

- Manage staff members and all issues related to personnel, including (1) annual performance reviews of all employees, (2) defining employee responsibilities, (3) setting employee goals/targets for completion of specific projects, (4) tracking employee progress toward meeting goals/targets, and (5) hiring and terminations
- Respond quickly to issues that suddenly arise and require leadership involvement

Board Management & Development

- Provide interface with Board of Directors on operations of the organization
- Provide agenda and materials for board meetings
- Research and recruit new candidates for membership on Board of Directors

Planning, Programs, and Services

- Develop strategies and implementation plans to ensure the effectiveness of advocacy efforts
- Lead strategic and business planning efforts related to the organization's mission, advocacy priorities, and programming activities
- Deliver public presentations/slide shows at selected functions/venues
- Lead river tours for political stakeholders and key funders

External Relations

- Represent AWS at public functions
- Responsible for strengthening Anacostia Watershed Society's brand, reputation, and positioning in the nonprofit, government, citizen and corporate sectors, community organizations, media and other key stakeholders

Funding

- Oversee funding of the organization's annual budget needs
- Solicit funding, working with AWS development staff, from key donors/grantors
- Develop and implement strategies to secure new sources of organizational funding

Financial Management

- Work with AWS finance and administration team to prepare annual budget
- Collaborate with external auditors during time of AWS annual audit

C. Desired Education, Skills, and Qualities

- College degree; advanced degree helpful
- Minimum of 5 years of senior management experience in an organization with an environmental mission
- Demonstrated professional accomplishments in improving environmental protection and environmental quality
- Fundraising experience involving Federal, state and foundation grants and private donors

- Ability to communicate technical issues and transfer knowledge effectively and persuasively to government agencies, the media, and the general public
- Ability to develop capacity of staff through mentoring, training, and consultation
- Ability to build partnerships with other organizations
- Courage and commitment to battle against the odds on behalf of the Anacostia River

D. Salary

- Salary commensurate with experience

A complete job description is available from the AWS web site located at <http://www.anacostiaws.org/>. All applications must include (1) a letter of introduction describing your interest in the position, and (2) a curriculum vitae. Applications must be received no later than October 2, 2008. Please e-mail your application to sue@anacostiaws.org.