



NORWALK RIVER WATERSHED
ASSOCIATION, INC.

www.norwalkriver.org

P. O. BOX 197
GEORGETOWN
CT 06829

POSITION AVAILABLE

Executive Director, Norwalk River Watershed Association

The Organization

Founded in 1996, the Norwalk River Watershed Association (NRWA) is a nonprofit organization utilizing the advice, assistance, and expertise of professionals and volunteers for scientific research, educational programs, stewardship projects, publications, and public relations. NRWA's mission is to improve both the water quality and the quality of life in the region by focusing education, cooperation, and action on the part of individuals, businesses, community groups, and governmental agencies in the seven Norwalk River Watershed towns (Ridgefield, Redding, Weston, Wilton, New Canaan, Norwalk, CT, and Lewisboro, NY). Funding is secured primarily through grants, donations, and general membership dues.

The part-time position for Executive Director (ED) involves coordination of event planning, preparation of bi-annual newsletter, and assists the organization's Board of Directors with public relations and fundraising, as well as provides overall strategic direction for the organization. The ED reports to the Board Chairs and coordinates with the Board on public outreach activities. The ED also coordinates with a variety of partners and stakeholders to develop a broad base of support for NRWA and its mission.

Selection Criteria

Candidates should:

- have a vested interest in the Norwalk River Watershed;
- have strong verbal, writing, editing and computer skills (Microsoft Word, Excel) for use in production/distribution of outreach publications;
- have experience and be comfortable with public speaking; and
- experience with fundraising is preferred.

Compensation

Compensation will be commensurate with skills and experience. Starting salary is \$300/month for performance of core duties (approximately 20 hours per month). There is potential for increase dependent upon acceptance of new duties and procurement of new funding sources.

To Apply:

Please submit your resume and cover letter to info@norwalkriver.org. Please write: SEARCH: EXECUTIVE DIRECTOR in the subject line.

Dedicated to improving the water quality and quality of life in the region, NRWA is a nonprofit organization that fosters education, cooperation, and action on the part of individuals, businesses, community groups, and government agencies; it is a catalyst for positive environmental change. For information on free programs, research, volunteer opportunities, and membership, contact www.norwalkriver.org or 1-877-NRWA-INFO (877-679-2463).

3/25/2010