



The UpstreamPgh (formerly Nine Mile Run Watershed Association) board of directors seeks, as part of a planned succession, a dynamic and visionary leader to serve as its Executive Director, leading the organization to successfully sustain and grow its programs. With a start date of December 2021, the Executive Director will oversee a staff of up to 10 to achieve UpstreamPgh's goals set out in its current strategic plan. The Executive Director holds responsibility for successfully implementing strategic, operational and fundraising efforts in coordination with a diverse board of directors.

Founded in 2001, UpstreamPgh has been restoring and protecting our watershed ecosystem for 20 years, while working regionally to support and implement resilient solutions for a healthy urban environment. We envision a region with clean water accessible to all, healthy and resilient communities, and ecosystems restored to their natural functions. For more information about our history and current initiatives, please visit our website at UpstreamPgh.org.

Responsibilities

1. Fiscal Management:
 - Ensure that the organization acts in a financially sound and ethically responsible manner;
 - Develop an annual budget, and obtain approval for the budget from the Finance Committee and the Board of Directors;
 - Provide regular updates to track budget versus actuals, and ensure positive cash flow throughout the year;
 - Supervise Operations Manager, Bookkeeper, and CFO to ensure proper record keeping, allocation of expenses, and tracking of performance against budget goals;
 - Participate actively in the annual audit of the organization's finances and preparation of the Form 990 tax return.

2. Fundraising and Board Development:
 - Develop, maintain, and support an active and engaged Board of Directors and board committees;
 - In coordination with the Development Committee of the Board of Directors, develop and implement an annual fundraising plan to achieve financial goals (currently

\$800,000) through diversified revenue streams including government, foundation, corporate and individual members and donors;

- Build and steward relationships with foundation directors and program officers, as well as government staff to sustain and increase foundation and government commitments to UpstreamPgh programs.

3. Leadership:

- Foster a climate that attracts, retains, and motivates a diverse and talented staff.
- Empower staff members to learn and grow as a nimble team
- Work to implement best practices in Human Resources in coordination with the Board of Directors' Human Resources Committee to develop, update and implement personnel policies and procedures;
- Oversee all hiring, disciplinary, and termination activities for the organization.

4. Programming and Communications:

- Serve as the public face of the organization to external constituencies, government officials, members and donors, and other community leaders;
- Working with partners in several coalitions, advocate publicly and with elected officials for better water policies and increased funding for water infrastructure;
- Work with staff and Board to develop and implement a yearly operating plan that aligns with the Strategic Plan, community needs, and new or emerging issues related to the health of the Nine Mile Run watershed, and watershed friendly policies on a regional level;
- Develop a marketing, outreach and engagement plan to enhance the newly-implemented brand, and promote the organization and its goals to UpstreamPgh's members, local residents, and the general public;

Knowledge, Skills, and Abilities:

The Executive Director will lead with idealism, integrity, and a positive attitude. The successful candidate will have passion for the mission and vision of UpstreamPgh, show a demonstrated commitment to regional environmental issues, and have extensive experience with nonprofit organizations and the vast skillset required of an Executive Director.

Additionally, the ideal candidate will possess:

- A Bachelor's degree (preferably Master's degree) and/or extensive experience with organizational development and leadership, environmental advocacy and education, fundraising, and/or community development;
- Commitment to and experience with developing programming based on data-driven program evaluation;
- A proven track record of leading a team by example and developing and sustaining a culture that fosters diversity, equity, and inclusion;

- Experience in marketing, public relations, and fundraising with the ability to engage and inspire a wide range of stakeholders;
- Strong written and verbal communication skills; will be a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- An action-oriented, entrepreneurial, adaptable, and innovative approach;
- Experience with management of a fee-for-service program within a nonprofit organization is strongly desired.

Inclusive Hiring Practices

UpstreamPgh seeks candidates that represent our diverse community in race, gender, religion, sexual orientation, age, and ability. Inclusive and equitable practices will be followed as described by our guiding principles.

Compensation

Salary Range \$75,000 to \$90,000, with the possibility of benchmarked bonuses. UpstreamPgh offers a competitive benefits package including paid time off, health, dental, and vision insurance and a retirement plan with matching contributions from UpstreamPgh.

How to Apply

Email Resume, cover letter, and salary expectations to searchcommittee@upstreampgh.org

Applications are due by August 31, 2021, and will be considered on a rolling basis.