

Whippany River Watershed Action Committee (WRWAC)

January 3, 2019

A New Jersey Not-for-Profit 501 (c) (3) Corporation

Facilitator Job Description:

The role of the Facilitator is to assist the Executive Committee in fulfilling the mission and strategic plan for the Whippany River Watershed Action Committee. The position is a contractual consultative relationship with the non-profit.

Responsibilities include:

Management & Facilitation-The Facilitator is responsible for assisting the Executive Committee, Program Committee, Membership Committee and Outreach Committee in setting strategic objectives in order to fulfill the mission and assisting in fulfilling those objectives. This role requires:

- Setting of agendas and coordination of meetings
- Attendance at meetings; review of minutes
- Coordination of the initiatives undertaken by the committees from outreach programs to development of materials with the Administrator
- Volunteer coordination and project implementation
- Monthly status report to the Executive and Action Committees

Member Relations-As the Executive Committee is responsible for membership development, the Facilitator assists the committee in developing programs and rewards for the members, including:

- Setting expectations of members and recruitment strategies with the Administrator
- Development and implementation of a speaker program to provide educational opportunities
- Keeping the membership informed regarding the broader opportunities for learning and resources from county, state and federal resources
- Assisting with annual recognition events and programs such as Watershed Jeopardy
- Coordinating and implementing field trips and activities to broaden awareness of the Action Committee by its members and their communities

Project Administration-As the lead or partner agency for studies and restoration in the watershed, the WRWAC is responsible for coordination, implementation and reporting to funding agencies. The facilitator, with the support of the Executive Committee, fulfills this responsibility. It includes:

- Project management-from liaison with all partners to supervision of contractual work and volunteers (recruitment, coordination and supervision) in implementation including but not limited to contract administration, bar charts and liquidated damages
- Reporting-writing and submitting of required reports to funders
- Site visits and supervision of work-on-site with contractors; site visits with funders
- Signage, documentation and promotion of projects
- Final reports
- Ability to manage multiple projects at one time

Fundraising-Working with the Executive Committee, Outreach Committee, Membership Committee and Program Committee, the Facilitator is responsible for identification, pursuit and acquisition of funding to support the fulfillment of the WRWAC's strategic objectives. This includes:

- Identification and initial contact and qualification of potential funders, including their guidelines
- Establish funding priorities
- Development and submission of funding requests-whether corporate sponsorships, in-kind donations or grants from private or government sources
- Follow-up and maintenance of relationships with funders

Requirements:

Experience in managing a similar type non-profit, trade or advocacy organization.
Experience in facilitation, member relations, project administration and fundraising.
Familiarity with state, regional, county and municipal land use policies and practices and governmental agencies, institutions and advocacy organizations
Familiarity with storm water runoff and regulations, rain gardens, rain barrels, bioretention basins, pervious surfaces, TMDLs, green infrastructure and water quality issues
Familiarity with related disciplines such as policy analysis, demographics, economics, social equity, and civic engagement;
Organizational and diplomatic skills, including the ability to communicate technical information effectively to a wide range of audiences.
Experience working with municipal boards and commissions and other governmental bodies.
Experience in cultivating relationships with print and other media and securing media coverage.
Ability to work collaboratively in and across teams.
Exceptional written, oral, interpersonal, presentation and public speaking skills.
Computer literacy and fluency in Microsoft Office Suite, contract management and media databases, as well as having a Smart Phone capable of sending and receiving emails and texts.
A valid driver's license and car

The WRWAC does not maintain an office. The successful candidate will have sufficient space to work from home and to maintain the records of the organization.

Membership meetings take place at the Morris County Library on the first Wednesday of the month, except for January, July and August at 5:45pm. Executive Committee meetings take place at the Hanover Municipal Building on the third Wednesday of every month at 6:00pm. Other committee meetings rotate each month immediately before the Executive Committee meetings and at such other times and locations deemed necessary.

Compensation:

The position is that of an Independent Contractor, not an employee. Compensation is based on an hourly rate to be negotiated. Payment is monthly after approval of a detailed time sheet by the Executive Board.