

KITTLEMAN

The First Source for Nonprofit Leaders, Since 1963



Position Guide

The Watershed Institute Chief of Operations

<https://thewatershed.org/>

KITTLEMAN

The First Source for Nonprofit Leaders, Since 1963



POSITION: Chief of Operations

REPORTS TO: Executive Director

LOCATION: Pennington, NJ

MISSION

Keeping water clean, safe and healthy is the heart of our mission. We work to protect and restore our water and natural environment in central New Jersey through conservation, advocacy, science and education.

OUR WORK

For more than seven decades, The Watershed Institute has led the fight to preserve our region's water and land. We engage local and state policy makers, urging them to strengthen environmental protections, improve planning and zoning, and make more informed decisions about our future. We investigate and monitor threats to water and watersheds, and design and implement strategies to address those threats. We teach children, teens, and adults about the environment and their role in its protection through hands-on STEM instruction. We manage a 950-acre nature reserve and a LEED Platinum education center to model sustainable practices.

STATEMENT OF VALUES

The Watershed Institute holds the values described below in all aspects of what we do at our Watershed Center and Reserve as well as in our work in the surrounding communities in central New Jersey and beyond. We believe that clean water is a fundamental human right. In working to advance this goal, we:

Welcome our visitors, members, volunteers, and staff with enthusiasm, kindness and respect.

Strive to create a place at the Watershed Center and Reserve where everyone, from diverse backgrounds – culture, race/ethnicity, sexual orientation, gender identity and expression, age, religious affiliation, socioeconomic status, and physical and mental ability – feels comfortable and safe exploring and enjoying natural spaces.

Pledge to work for clean water and a healthy environment, including in communities that have been unjustly affected by systematic racism and environmental pollution. Environmental justice will be achieved when all people enjoy strong and effective protection from environmental and health hazards, access to green spaces, and equal access to the decision-making processes for creating healthy environments in which to live, learn, and work. We will work in partnership with other organizations toward this goal.

Provide environmental education, with a focus on water, which instills wonder about the natural world and its biodiversity. We hope that by teaching others about the interconnectedness of all living things, we will help participants embrace diversity and biodiversity in their own communities.

Steward our 950-acre reserve with the goal of preserving the land and water so it continues to provide healthy habitats for many generations to come. It will also provide a natural place of refuge and sanctuary for all visitors. We recognize that the land and water now under our care are the traditional and ancestral territory of the Lenni-Lenape. We pay respect to Lenape people's past, present, and future and their continuing presence in the homeland and throughout the Lenape diaspora.

Involve people from our local communities in important scientific data collection to help us monitor the health of our waterways, watersheds and plant and animal habitats.

Empower people to advocate for clean and healthy water and the conservation of watersheds and nature in the towns and regions where they live.

Listen to our local communities so we can be better partners working towards shared environmental goals. We recognize that too often the voices of low-income people and communities of color are not heard.

Acknowledge that human behaviors are responsible for the recent changes in our planet's climate and loss of biodiversity. We will strive to create authentic partnerships to support communities that are and will become disproportionately more impacted by climate change. We will continue to educate people of all ages about how to protect and preserve the environment and how they can spread truthful information in their communities.

ABOUT THE WATERSHED INSTITUTE



The Watershed Institute is dedicated to keeping water clean, safe and healthy, and pursues its mission through programs in environmental advocacy, watershed science, environmental education, and land conservation. The organization is headquartered at the LEED-Platinum Watershed Center on a 950-acre nature reserve near Pennington, New Jersey. The Watershed Institute is committed to building a culturally diverse organization and strongly encourages applications from people of color.

Water is our most fragile and precious resource. Essential to all forms of life and to our economies, our water supplies face a myriad of threats from pollution to climate change. Keeping our water clean, safe and healthy in the face of these challenges is the heart of the Watershed's mission. Our strategy for doing so involves scientific investigation, advocacy at the state and local level, enhanced land and water stewardship, and education to expand environmental literacy.

Our staff includes policy advocates, scientists, land and water stewards, naturalists and educators. We speak out for water and the environment, protect and restore sensitive habitats, test our waterways for pollution, and inspire others to care for the natural world. We focus much of our work in the Stony Brook-Millstone and the adjacent part of the Central Delaware River Watersheds, while also leading several statewide initiatives.

Conservation

From our nearly 1,000-acre nature reserve in Hopewell Township, Mercer County to locations across central New Jersey, Watershed staff and volunteers work to protect and restore our natural habitats. Our reserve hosts the LEED-Platinum Watershed Center for Environmental Advocacy, Science & Education; the Kate Gorrie Butterfly House; 4-acre Wargo Pond and more than 10 miles of hiking trails. The Watershed has partnered with other organizations to preserve thousands of additional acres and created the Northeast Organic Farming Association of New Jersey and the D&R Greenway Land Trust.



KITTLEMAN

The First Source for Nonprofit Leaders, Since 1963



Advocacy

For more than seven decades, The Watershed Institute has led the fight to preserve our region's water and land. We engage local and state policy makers, urging them to strengthen environmental protections, improve planning and zoning, and make more informed decisions about our future. We work cooperatively with local towns through our Project for Municipal Excellence and speak out against development proposals—from pipelines to strip malls—that threaten forests, wetlands, streams and other fragile habitats.

Science and Stewardship

Across the region, we collect key data on the health of our streams and on other environmental factors. We distribute the information to residents and public officials, and work with them to address pollution of our water supplies and waterways. We design and implement strategies to restore degraded habitats, like removing dams that harm our rivers and installing green infrastructure systems to address polluted stormwater runoff.



We combine scientific data with mapping systems to promote better understanding of environmental issues facing our communities. Our "River-Friendly" program works with residents, schools, businesses and golf courses to help them become better environmental stewards.



Education

The Watershed Institute serves more than 10,000 children, teens and adults through nearly 350 programs and events each year. Our experts teach environmental science through an inquiry-based, problem solving model aligned with the Next Generation Science Standards. Watershed Nature Camp inspires an appreciation of nature in children from Kindergarten through 9th grade and our summer

science academy engages high school students in real-world environmental challenges. We train K-12 science teachers in engaging, hands on workshops and provide adult programs that tap college professors to provide in-depth learning on natural history and other topics.



THE POSITION SUMMARY

The Watershed Institute, a dynamic and multifaceted nonprofit conservation organization, is seeking a full-time Chief of Operations (COO). Reporting to the Executive Director (ED), the COO will lead all internal operations. This is a new position that will work collaboratively with the Chief of Finance & Administration (CFA) to implement the goals and vision established by the organization's ED and Board of Trustees. The organization seeks a mission-focused, seasoned, strategic, and process-minded leader with experience leading an executive management team, and developing a performance culture among a group of diverse, talented individuals.

The COO must be a leader who is able to help others at The Watershed Institute deliver measurable, cost-effective results that make the vision a reality. Importantly, the successful COO will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission. While it is essential that the COO bring efficient and effective systems to increase the productivity of the organization, it is also critical that its experienced team retain the creative spark that drives the organization.

Responsibilities

- Working in partnership with the ED, CFA, and program directors, create a strategic five-year plan and implement new processes and approaches to achieve its goals and objectives.
- Lead the performance management process that establishes metrics for gauging success, and measures and evaluates progress against organizational goals.
- Lead and manage the organization's program directors of education, science and advocacy.
- Work collaboratively with the CFA, who manages financial accounting and reporting, budgeting, payroll and benefits, office management, information technology and risk management.

Key Qualifications

As a prerequisite, the successful candidate must believe in the core values of The Watershed Institute and be driven by the mission. The candidate should demonstrate a passion for environmental protection and innovation that leads social change and have a basic familiarity with the organization's core areas of work. Beyond that, we are seeking a candidate that has proven experience in managing and strengthening organizations and a demonstrated ability to both lead and build the capabilities of a driven, bright, diverse team.

Additional requirements are:

- Results-proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness.
- Strategic Vision and Agility—ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan.
- Capacity Building—ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly.
- Leadership and Organization—exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower top-notch leaders from the bottom up, lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team so as to put people in a position to succeed.
- Action Oriented—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.

Compensation and Benefits

The salary range for this position will be no less than \$100,000 and commensurate with experience. TWI offers a comprehensive benefits package, including but not limited to: employer-paid health insurance, dental and vision; a 403b retirement plan; generous paid time off, health leave, 10 paid holidays.

The Watershed Institute is committed to building a culturally diverse organization and strongly encourages applications from people of color.

Please apply before June 25th, 2022

To apply, please submit a current resume and letter of introduction to Kittleman & Associates, LLC at <https://bit.ly/3st3oYi> (click on the Apply button at the bottom of the page).

To learn more about the programs and activities at The Watershed Institute go to the following link: <https://thewatershed.org/>

THE WATERSHED INSTITUTE EEO STATEMENT

The Watershed maintains a policy of nondiscrimination with all employees and applicants for employment. All aspects of employment with the Watershed are governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, gender, national origin or ancestry, religion, age, disability, affectional or sexual orientation, marital status, atypical hereditary cellular or blood trait, genetic information or liability for service in the Armed Forces of the United States or any other basis prohibited by statute. All employees will be treated equally with respect to compensation and opportunities for advancement, including upgrading, promotion and transfer.