

Deputy Director Job Specifications

Passaic River Coalition

PRC Mission and Overview

The Passaic River Coalition (PRC) was organized in 1969 and incorporated in 1971. Originally focused on reducing flood damages in the Passaic River Basin using environmentally-protective methods, the organization quickly expanded its functions to encompass all aspects of water resources management. The PRC seeks to improve water quality; protect our water supplies; promote river restoration; reduce flood damages; educate the public about our waters; preserve environmentally important lands in our watershed; and educate the public about the environmental, cultural and historical heritage of our natural landscapes and rivers within the Passaic River watershed, including our historical landmark headquarters, Willow Hall in Morristown. Our mission objectives, important for all people, are especially needed in communities most harmed by society's failure to achieve them. Therefore, we strive for diversity, inclusion and environmental justice for all.

Qualifications and Roles of the Deputy Director

The Deputy Director of the PRC works directly with the Executive Director to manage and implement key PRC functions, as approved by the PRC Board of Trustees and within approved budgets. The Deputy Director is expected to have:

- Excellent leadership and management skills
- Highly effective communication and relationship-building skills
- Creative problem-solving and solution development capabilities
- Extensive knowledge and capabilities in fundraising
- Highly effective organizational and program management skills
- Personability and enthusiasm for being the public face of the organization
- A positive mindset and dedication to the organization's core values

The Deputy Director is expected to:

- Serve as the primary staff person reporting to the Executive Director, and acting on behalf of the Executive Director during that person's absence for any reason
- As assigned, manage volunteer, consultant, contractor and staff functions of the organization
- As assigned, develop and implement or oversee implementation of fundraising, grant proposals and other revenue sources, as a primary responsibility
- As assigned, facilitate and oversee implementation of programs authorized by the Board within approved budgets
- As assigned, engage in outreach, education and engagement efforts (in person and digital) that build support for PRC activities
- As assigned, ensure proper management of PRC Land Trust properties, including Willow Hall

- Support compliance with all financial and legal requirements for organizational operations

Experience and Education

The Deputy Director should have a mix of the following:

- Extensive knowledge of water-related environmental issues
- Multiple years of experience in leading and managing environmental programs
- Clear capabilities for successful interaction with communities and individuals typical of the Passaic River Basin, from rural to urban
- Proven grant writing and fundraising skills
- Proven administrative management skills

No specific educational qualifications are required, given that the capabilities listed above can be gained through experience. However, degrees and advanced degrees in relevant fields of environmental planning, policy, technology and science are preferred.

Salary Range and Benefits

\$65,000 to \$80,000, depending on capabilities and longevity. Paid vacation benefits are provided, as are federal and state holidays. At this time, paid health insurance is not provided. As the PRC grows in strength and staffing, the salary and benefits will be renegotiated.