

**Twin Harbors Waterkeeper  
Executive Director Job Description  
January 2, 2025**

**The Mission of Twin Harbors Waterkeeper**

Twin Harbors Waterkeeper (THW) envisions a future where the relationship between our waterways, climate and human health is restored and thriving.

The mission of THW is to protect and improve water quality and marine and freshwater habitats on the Washington Coast including the watersheds of the Hoh, Quillayute, Queets and Quinault and Chehalis Rivers and the Grays Harbor Estuary and Willapa Bay Watershed. By holding polluters accountable THW works to address environmental health disparities that are driven by historic and current pollution and systemic inequities that disadvantage communities of color and lower income populations.

In order to achieve its mission, THW works to 1) stop illegal water pollution; 2) prevent new sources of water pollution; 3) stop toxic discharges to water from historically contaminated sites; 4) advocate for habitat protection in coastal estuaries and rivers; and 5) reduce harm to overburdened communities.

**Organization History**

In January 2018, Friends of Grays Harbor (FOGH) received funding to “implement an environmental quality assessment of, and a long-term plan for water quality protection in, Grays Harbor Estuary, Willapa Bay, and their associated waters, tributaries and nearby coastal areas.” FOGH teamed up with Lee First and Sue Joerger to create THW. Joerger built the administrative, structure, First became acquainted with the issues of the watersheds, while FOGH provided the initial funding.

In 2019, THW received its license to use the name “Twin Harbors Waterkeeper” from the Waterkeeper Alliance and its 501(c)(3) ruling to operate as a nonprofit.

The international Waterkeeper Alliance was created in 1999 as “a global movement united for clean, healthy and abundant water for all people and the planet.” Waterkeeper’s mission is to “protect our right to clean water in communities around the world.” Today, there are 300+ Waterkeeper groups in 47 countries who patrolled and protected 5.9 million square miles of watersheds, with 1+ million volunteers on six continents. THW pays annual dues to the Waterkeeper Alliance and is periodically reviewed for compliance with 14 Quality Standards.

**Position Summary**

The Executive Director (ED) reports to the Board of Directors and is responsible for leading the implementation of the vision, mission and goals of THW while supporting the unique role of the Waterkeeper, who is the spokesperson for the organization. The ED oversees the day-to-day operations of THW including all matters related to finances: fundraising; granting writing and reporting; budgeting; bookkeeping oversight, communications, administration, human resources, planning, information systems/technology; insurance and compliance with state and federal laws.

The ED is required to ensure that THW continues to meet the Waterkeeper Quality Standards including Clean Water Act litigation, on the water patrols and implementation of THW's JEDI Plan to retain its use of the Waterkeeper name.

## Responsibilities

- **Leadership, Vision and Strategy.** Lead transition from founders-based team to next generation by maintaining the vision and integrity of mission, while providing new ideas, leadership, structure and efficiencies to the organization.
- **Fundraising and development.** Raise an annual budget of \$290,000 by granting writing, donor development, and special events. Must be an excellent grant writer with proven results and capable of managing an aggressive grant writing, tracking and reporting schedule. Continue to look for new sources of grant funding while matching staff capacity with funding opportunities. Explore new fundraising and development initiatives. Cultivate new donors. Prepare and implement fundraising plan and timeline that includes grant writing, donor cultivation, and opportunities for special events.
- **Finance.** Maintain financial stability of THW. Prepare an annual balanced budget for Board review and approval. Prepare project budgets for grants. Administer, monitor and report monthly to the Board, the status of actual expenses and income compared to Board approved budget. Work with Rising Sun Accounting to produce monthly profit and loss statements and balance sheets, monitor cash flow and grant spend downs.
- **Commitment to the Waterkeeper model of protecting water quality.** Maintain use of the Waterkeeper name by adhering to the 14 Waterkeeper Quality Standards. **Must be committed to enforcing the Clean Water Act** and other enforcement related activities conducted by the Waterkeeper including on-the-water patrols, field inspections and reporting illegal water and air pollution to local, state and federal agencies as needed. **Must be committed to Justice, Equity, Diversity and Inclusion (JEDI) principles** and implementing THW's JEDI Plan as a part of Waterkeeper Quality Standards.
- **Board Relations.** Develop and maintain excellent and transparent communications with Board of Directors. Work with Board to set agendas, approve budgets and support program activities including approval of Clean Water Act litigation. Collaborate closely with the Board to ensure strong Board governance and capacity. Actively communicate with the Board on issues affecting the health and strategy of the organization.
- **Staff.** Supervise Waterkeeper, Bilingual Outreach and Education Assistant and contractors as needed. Recruit and support staff development and capacity.
- **Communications.** Implement communications plan including working with Waterkeeper to develop content for website and e-news on a regular schedule. Introduce social media as staff time allows.
- **Operations.** Responsible for compliance with local, state and federal legal requirements including Articles of Incorporation, Bylaws, Corporate Charity, Directors and Officers Liability and General Liability insurance, personnel policies. Continue to improve remote office infrastructure and security. Manage timesheets, expense reports, and contractor invoices. Pay bills. Manage documentation for reimbursable grants. Manage bank accounts.

- **Human resources.** Maintain benefits package including health insurance reimbursement account. Develop employee handbook, and performance review process.
- **Program Development and Implementation.** Assist Twin Harbors Waterkeeper, who is the director of programs, in conducting pollution detection patrols, pollution hotline response, outreach, water quality sampling, writing comment letters, and other grant implementation activities. Build capacity to work on policy issues with state agencies in Olympia.

### Required Qualifications

- Demonstrated passion for and commitment to clean water, healthy ecosystems, resilient communities, and environmental justice.
- Training in diversity, equity and inclusion and committed to addressing environmental injustice in our communities.
- Skilled leadership and ability to hold and implement strategic vision.
- Experienced nonprofit leader committed to integrity, transparency and hard work.
- Demonstrated ability and interest in building, managing, and implementing day-to-day operations including finance, fundraising, grant writing, and human resources.
- Demonstrated fundraising and financial management success including ability to write successful grants for all aspects of programmatic and operational activities.
- Excellent grant writing, tracking and reporting skills with demonstrated success.
- Understanding of board of director relations and governance practices.
- Excellent communication skills including verbal and written.
- Experience building strong, cohesive teams and leading them through growth and/or change.
- Ability to manage several projects simultaneously and adjust to frequently changing demands.
- Demonstrated understanding of public policy, and experience analyzing and interpreting legislative and regulatory frameworks.
- Extensive training, understanding, commitment and demonstrated implementation of justice, equity, diversity and inclusion values.
- At least five-to-ten years of professional nonprofit experience is preferred. However, we encourage candidates with equivalent life and professional experience otherwise meeting qualifications to apply.
- Experience working with nonprofit organization and culture.

- Boating experience and boating safety training a plus (e.g. canoeing, kayaking, sailing, etc.).

### **Special Requirements**

- Must reside within or adjacent to Washington Coast watersheds
- Must be willing and able to work flexible hours including nights and weekends
- Must be capable of working remotely (we use personal computers with IT support including software, security and file sharing)
- Must be able to travel regularly within Washington Coast Watersheds
- Bilingual Spanish a bonus

### **Physical Requirements**

Ability to conduct and participate in remote marine cleanups including walking long distances and carrying backpacks. Must be able to lift and move sampling equipment, tables, canopy tent and other supplies for outreach events and field work with students.

### **Salary, Benefits and Terms**

The Executive Director position is full-time or 32 hours per week. The salary range, depending upon your experience, is \$60,000-\$74,000. Benefits include a Health Reimbursement Arrangement (HRA) where THW reimburses its employees tax-free for their individual health premiums. There is 4-week paid vacation and 14 holidays.

### **To Apply**

Recruitment is open until filled. Applications will be reviewed starting January 10, 2025. Please submit your resume, cover letter and an example of your writing to Linda Orgel, <mailto:L.dotorg@olearycreek.com>. No calls or email inquiries please.

THW is committed to diversity in the workplace and is an equal opportunity employer. THW maintains a policy of non-discrimination regarding age, ancestry, color, creed, disability, national origin, race, religion, sex, sexual orientation, gender identity, or any other class protected by applicable state or federal law.