

**FRIENDS OF THE RIVER FOUNDATION
EXECUTIVE DIRECTOR JOB DESCRIPTION**

February 2015

POSITION SUMMARY

The Friends of the River Foundation, a 501(c)(3) nonprofit organization, is accepting applications for an executive director to provide the consistent, dynamic leadership necessary to restore water to the Smoky Hill River channel in Salina, Kansas. This individual will assist with management, financial development, and operational oversight under the direction of the board of directors in a manner consistent with the organization's mission and goals.

EXECUTIVE DIRECTOR DUTIES

Organizational Management and Leadership

- Work with the board of directors on policy issues, short and long-term planning, and setting organizational priorities.
- Arrange and attend board meetings (conference calls, meetings, and retreats) and present a monthly executive director's report, informing the board of news, progress, problems, and needs.
- Assist the board in identifying, orienting, training, and evaluating talented, committed and involved volunteers, to serve on the board and committees.
- Maintain regular office hours and spend the remaining hours developing relationships in the community.

Development and Fundraising

- Together with the board of directors, develop, coordinate, and execute a comprehensive strategy of financial development and support.
- Cultivate and maintain individual and business donor relationships.
- Write and obtain grants to meet the operations and program requirements.
- Design and actualize donor campaigns and events.
- Pursue new sources of contributed income.
- Evaluate progress toward goals on a regular basis.

Marketing and Communication

- Develop and implement an outreach and communications plan.
- Act as a spokesperson for the media, government agencies, corporate community, foundations, and funders.
- Work with the board to develop and implement a comprehensive marketing plan.
- Work with the board to plan a program of outreach activities to increase awareness of the Smoky Hill River restoration with related businesses, agencies, grant sources, and the professional public.
- Represent the Friends of the River Foundation at community functions.
- Deepen and refine all aspects of communications-from web presence to external relations with the goal of creating a stronger brand.

PREFERRED QUALIFICATIONS

- Successful candidates will possess the following qualifications:
- Excellent written, verbal, public speaking and interpersonal communication skills.
- Demonstrated success in strategic planning and programs expansion.
- Exhibit composure, appearance, and attitude consistent with an executive position.
- Understanding of fiscal management and cost-effective utilization of resources.
- Demonstrated success in grant writing and financial management.
- Demonstrated success in individual and corporate fundraising.
- Must be able to work flexible hours including some evenings and weekends.
- Bachelor's degree from four year college or university, three or more years in related experience, or equivalent combination of education and experience.

SALARY AND BENEFITS

This is a position with a competitive salary amount commensurate with the skills and experience of the candidate. Salary can be renegotiated as fundraising and community awareness benchmarks are achieved. The executive director serves at the pleasure of the board of directors.

No benefits will be provided. Expenses will be reimbursed.

HOW TO APPLY

Send a cover letter, resume, at least three references, and contact information. Applications will be accepted through April 15, 2015. Friends of the River Foundation is an Equal Opportunity Employer.

Email: friends@smokyhillriver.org

Or mail to: Executive Director Search Committee

Friends of the River Foundation

P.O. Box 953

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