



**Job Description**  
**Sound Water Stewards (SWS) Executive Director**

**Approved: February 22, 2022**

**Sound Water Stewards of Island County** is a non-profit 501(c)(3) organization created in 2016. Our vision is a healthy marine environment as defined by diverse natural ecosystems and sustainable human communities. SWS mission is trained volunteers working in and around Island County for a healthy, sustainable marine environment through education, science, and stewardship. We live by our values of stewardship, environment, education, community, commitment, and diversity. We offer events, tours, and educational opportunities to our community. We are known for publishing *Getting to the Water's Edge*, for producing Sound Waters University, and for developing a comprehensive volunteer education program.

**Job Title:** We are seeking an Executive Director (ED) to be responsible for the programmatic, financial, and administrative management of Sound Water Stewards. The ED is also responsible for day-to-day operations, including volunteer collaboration, donor relations and fundraising, stewardship, finance, communications, outreach, and education.

The ED reports to the Board of Directors. After a period of orientation, the ED will lead the organization in the implementation of a new five-year strategic plan. The ED will inspire, support, and grow an experienced, dedicated staff. As a facilitator of numerous volunteer-led programs and projects, the ED will foster an internal culture of trust and appreciation, build upon the programs in place, and create new opportunities to meet the SWS mission. The ED will collaborate with the SWS staff, board, volunteers, and supporters, as well as the broader community, to enhance the long-term sustainability of the organization.

**Working Conditions:** The ED will need to work remotely and be accessible to staff and organization members on both Whidbey and Camano Islands for supervision and support. Some evening and weekend work will be required. The ED will need their own transportation.

**Benefits:** Paid sick leave, 10 days paid time off annually, six paid federal holidays, and \$400.00 monthly stipend for healthcare benefits/costs, retirement, and/or childcare costs. Additional benefits will be expanded as funding allows.

**Wages:** Starting salary range is \$53,000-\$63,000 depending on candidate qualifications and experience. SWS is an at-will employer, and this is an exempt position. Required state/federal coverage is paid by SWS, including L&I, Employment Security, Social Security, and staff liability coverage.

**Summary of Duties:** The Executive Director has overall responsibility for carrying out the SWS mission in collaboration with the Board of Directors, staff, volunteers, and donors. The ED will provide leadership in planning, fundraising, financial management, marketing, volunteer training and management, and staff supervision.

### **Specific Duties Include:**

1. Collaborate with the executive committee and board to ensure strong board governance and capacity, clear lines of communication, organizational efficiency, and transparency.
2. Assist board recruitment efforts by assessing board composition and expertise and helping to identify and recruit prospective board members who represent a variety of community interests, are diverse and widely knowledgeable in fields relevant to the work of SWS.
3. Collaborate with the Board of Directors to prioritize, plan and develop programs and services, and to seek funding support to carry out the SWS mission throughout Island County.
4. Lead efforts to grow the financial base of the organization, using Little Green Light as the donor database.
  - Create, oversee, and lead fundraising events, fundraising campaigns, marketing, and communication efforts in collaboration with appropriate staff, committees, volunteers, and the Board.
  - Make budget recommendations to the Board and work with the Treasurer to maintain necessary financial, tax, and insurance records, and to keep licenses up to date.
  - Seek, write, and support grant submissions in collaboration with board, staff and/or volunteers including the fund development committee. Track and manage grants and grant reporting.
  - Plan and seek additional sources of funding for SWS in line with the strategic plan.
5. Effectively manage staff and contractors of organization. Recommend to the Board, new and revised paid position descriptions as needed.
6. Maintain and strengthen relationships with Island County, regional and state agencies, organizations, schools, and businesses that have an interest in local environmental issues, and with the public.
  - Oversee development and coordination of speaking opportunities at Island County community gathering places such as clubs, churches, schools, and program efforts in Washington State Parks, using volunteers to the extent possible.
  - Ensure a presence in local media, including newspapers and websites.

## **Position Requirements**

### **Minimum:**

- A bachelors or advanced degree in a relevant field
- A minimum of five years' experience in a management position
- Demonstrated strong prioritization skills
- Demonstrated excellent written and oral communication skills
- Successful experience in supporting volunteers and volunteer projects
- Demonstrated collaborative ability in working with people of diverse ages, backgrounds, experiences, interests, and abilities
- Proficiency with web-based communications, social media, computer software and other web-based technical proficiency
- A valid WA State Driver's License and access to a vehicle to use for travel on both islands is required
- Residence in or near to Island County
- Demonstrated experience in facilitating interpersonal communications, conflict resolution, building cooperation and agreements, and building partnerships
- Demonstrated ability to grasp new techniques, deal with rapid change, remain calm in stressful situations and relate to various personality styles in a professional manner
- Work effectively as a team member and independently with limited supervision
- Proven success in budget management, personnel management, and development program management
- Reliable internet service and ability to work from home

### **Preferred:**

- Successful experience in environmental organizations, especially local ones, including SWS (previously Beach Watchers) or the Marine Resource Committee is highly desired
- Experience working with government agencies and bureaucracies
- Experience working with a Board of Directors
- Experience with major gifts programs, fund development plans and/or fundraising endeavors
- Successful grant writing experience

### **Application Procedure:**

Interested candidates should submit (in electronic format):

- 1) a cover letter outlining interest in the position
- 2) a resume or curriculum vitae
- 3) names and contact information (name, phone number, mailing address, and email address) for three references who can speak to specific job responsibility skills and history

Please send to: **board@soundwaterstewards.org**

Screening of candidates will begin as soon as possible and will continue until the position is filled. Contact Kris Holley, Board President for more information: Board@soundwaterstewards.org; leave VM message at: 360.678.4401

**Sound Water Stewards of Island County**  
**www.soundwaterstewards.org**  
**Board@soundwaterstewards.org**  
**360.678.4401 (leave a message)**  
**PO Box 1620**  
**Freeland, WA 98249**

*Sound Water Stewards of Island County does not discriminate against any person on the basis of race, sex, religion, creed, political belief, national origin, sexual orientation, socioeconomic status, height, weight, marital or familial status, or disability.*