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## Executive Director Job Description

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Hudson River Sloop Clearwater, Inc., has been a pioneer of the environmental movement since 1970, and the Clearwater Sloop is the iconic Hudson River's enduring symbol of that movement. Clearwater is a non-profit membership organization working through environmental education, activism and Clearwater's Great Hudson River Revival Festival for a cleaner Hudson and greater awareness of its natural, recreational, historic, and scenic resources. The organization owns and operates the 106' sloop *Clearwater* and offers education sails on the Hudson River, New York Harbor, and Long Island Sound.

The Executive Director manages and directs Clearwater's day-to-day operations, strategic planning, major donor, revenue development, board liaison, and administration.

The position is based at Clearwater's main office at 724 Wolcott Avenue, Beacon, NY.

### Responsibilities and Duties:

- Principal organizational spokesperson – must be articulate, maintain a visible presence, know Hudson River environmental issues in depth and be capable of articulate and insightful written and spoken communication.
- Care of the sloop – Sloop Clearwater must be operated safely and maintained in excellent condition on an ongoing basis.
- Oversight of development activities – e.g. development plans, timelines, and implementation, in cooperation with Development Staff and the Board's Development Committee.
- Preparation of annual operating budget – coordinate and develop department budgets, revenue plans, in cooperation with the Board's Finance Committee. Set goals and parameters, guide and approve budget drafts for delivery to Board.
- Implement revenue strategies – e.g. major donor development, grant applications, membership upgrade program, foundation board and staff cultivation, membership campaigns and other innovative strategies. Covering full operating costs through diverse revenue sources is essential. New revenue strategies need to be fleshed out and implemented.
- Monitor ongoing operations budget – Ensuring that expenses are at or below budget, and that operating expenditures do not exceed budget unless board has provided prior approval.
- Program Analysis and Impact – coordinate and supervise the timely review of all Clearwater programs, assessing and updating for focus, credibility, relevance, appropriateness and greatest possible impact. Insure that Clearwater's annual festival, The Great Hudson River Revival has maximum

impact with respect to audience size, messaging and financial return on investment.

- Staff management and nurturance – providing expertise, decision support and resources for staff members so that they can perform to their greatest potential; hiring and firing to create and sustain the best quality staff possible. Conduct annual anonymous staff opinion (satisfaction) surveys for presentation to the Board. Demonstrate, and motivate by example, the attributes of inclusion, accessibility, and mutual respect among the entire staff.
- Capital campaign – a major restoration of the Sloop is planned to continue through 2014 and 2015, and beyond as required. The funding for the next restoration along with the creation of an endowment that will insure annual maintenance and future restorations is on the capital agenda.
- Work collaboratively with the board - develop, adopt and implement policies and goals. Anticipate and provide the required staffing levels and skills. Report budget impacts and status as appropriate.
- Board and Membership Liaison - Serve as conduit for official board/staff and board/member communications. Proactively build board and membership relations. Frequent communications with the board president are essential.
- Community Outreach - Foster an outreach to and support communication with communities and organizations to achieve synergies.
- Strategic Planning - in conjunction with the board develop perpetual strategic plan and review on an annual basis.

Clearwater is an Equal Opportunity Employer. Applicants should send cover letter and résumé to Search Committee, Hudson River Sloop Clearwater, Inc., 724 Wolcott Avenue, Beacon, NY, 12508 or email to [office@clearwater.org](mailto:office@clearwater.org)

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