



## **Executive Director Job Description**

Hudson River Sloop Clearwater, Inc., a 501(c)3 tax exempt nonprofit, member-supported corporation, has been a pioneer of the environmental movement since 1969, and the 106' sloop Clearwater is the Hudson River's iconic enduring symbol of that movement. The organization's mission is to preserve and protect the Hudson River, its tributaries and related bodies of water by providing innovative environmental education programs, advocacy, and celebrations that are designed to expand people's experience, awareness, and stewardship of this magnificent natural resource.

Clearwater's education sails have served as a model for environmental education programs aboard other tall ships from the East Coast to the Great Lakes and on to the Pacific. Among such organizations Clearwater stands out as virtually the only one that for five decades has operated under the same ownership and with a consistent mission. A strong corps of committed supporters has kept us going through the COVID pandemic, while resources that we first created for Hudson River education decades ago remain in demand and have been freshened in new editions in recent years.

Clearwater celebrates and welcomes persons of any race, color, creed, national origin, sex, sexual orientation or identity, or age to apply.

The position is based at Clearwater's main office at 724 Wolcott Avenue, Beacon, NY. Remote work will be considered several days per week depending on circumstances related to public safety and the needs of the organization.

### **Responsibilities and Duties**

#### *Mission and strategic planning*

- Works with the Board to uphold Clearwater's values, mission, and vision, and to implement short and long-term goals expressed in its strategic plan.
- Works with the Board to monitor and evaluate Clearwater's relevancy to the community, its effectiveness in achieving its mission, and its accountability to diverse constituents and donors.
- Together with the Board safeguards the well-being and integrity of those in Clearwater community and celebrates, welcomes and collaborates with all persons of any race, color, creed, national origin, gender, sexual orientation or identity or age in fulfillment of Clearwater's mission.

- Keeps the Board fully informed on the condition of the organization and on all the important factors influencing it. Identifies problems and opportunities and addresses them. Facilitates discussion, deliberation, and decision-making.

#### *Management, governance and administration*

- Nurtures cohesion through active communication and collaboration with staff and volunteers; motivates and inspires by demonstrating the attributes of inclusion, accessibility, and mutual respect.
- Ensures that Clearwater does not perpetuate white supremacy and that we use language and actions that are respectful of all gender identities and sexual orientations.
- Works with the Board President to enable the Board to fulfill its governance functions and facilitate optimum performance by the Board, its committees and individual Board members. Frequent communication with the President is essential.
- Provides general oversight of all Clearwater activities, manages day-to-day operations, and through a team-oriented approach with department directors, assures program quality.
- Promotes organizational stability through regular evaluations of effectiveness and implementation and adherence to standards, controls, systems and procedures.
- Given the centrality of sloop Clearwater to the organization, regularly consults with the Captains and Program Director regarding safety, maintenance, regulatory compliance, and quality and cost effectiveness of on-board programs and events.
- Works closely with staff, committees, and volunteers to ensure that events like Revival, gala, and Chefs for Clearwater have maximum impact with respect to audience size, messaging and financial return.

#### *Finance and Fundraising*

- Oversees and monitors Clearwater's fiscal activities including budgeting, reporting, and audit. Maintains regular communication with Board President and the Board's Finance Committee on matters pertaining to the fiscal solvency of the organization.
- Ensures an effective, strategic, and comprehensive fundraising program through daily collegial interaction with the Director of Development on fundraising priorities, initiatives, resources, and strategies.
- Participates actively and enthusiastically in identifying, cultivating, soliciting and thanking donor prospects and institutions as indicated by the DOD.
- Helps to guide, enable and inspire the Board, its Development Committee, and individual Board members to participate in the fundraising process.

#### *Community Relations*

- Serves as chief spokesperson for Clearwater through articulate and insightful verbal and written communications, maintaining a visible presence within the Clearwater community and the larger environmental movement in the Hudson Valley.
- Maintains an in-depth understanding of environmental issues and works collaboratively with the staff, allied organizations, and public officials to ensure a consistent, focused, community-driven and effective environmental action program.

- Listens and responds to members, donors, volunteers and colleagues in the environmental community to improve Clearwater's relevance and effectiveness and to generate engagement in our programs.

## Qualifications

A Bachelor's Degree is required with a minimum of eight years of experience in leadership positions.

As Executive Director, this individual demonstrates critical competencies in four broad categories: commitment to results, business savvy, leadership, and ability to motivate.

Commitment to results: The Executive Director should be a systems thinker and self-starter who is goal driven, action oriented and innovative, translates broad goals into achievable steps, anticipates and solves problems, and takes advantage of opportunities.

Business savvy: The Executive Director must have experience and demonstrated skill in the following areas:

- financial management;
- fund-raising;
- personnel management;
- oral and written communications;
- planning and evaluation;
- non-profit governance.

Leadership, vision, and direction: The Executive Director must be a leader who:

- demonstrates commitment to Clearwater's values, mission and vision;
- consistently displays integrity, develops people, builds teams, and maintains a positive attitude in the face of adversity;
- is comfortable with diversity and respectful of a wide range of faiths, beliefs and experiences.

Motivation style: The Executive Director will be a persuasive communicator who can engage and influence others both internally and externally, and who exhibits a consensus-seeking but decisive approach to problem-solving that builds support for Clearwater's mission and strategic objectives.

The Executive Director is eligible for health benefits through Clearwater as well as a competitive paid time off package. Salary will be discussed with candidates during the interview process.

Applicants should send a cover letter and résumé via email to Erin Macchiaroli at [erin@clearwater.org](mailto:erin@clearwater.org).