

Executive Director

The Water Blueprint for the San Joaquin Valley is a coalition of San Joaquin Valley community leaders, businesses, water agencies, local governments, and agricultural representatives working together to advance common sense water solutions for our region.

POSITION TITLE: Executive Director	REPORTS TO: Water Blueprint Board of Directors	EMPLOYMENT CLASSIFICATION: Contract
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POSITION SUMMARY:

The Water Blueprint for the San Joaquin Valley is seeking a contract Executive Director who will continue the organization's success. The ideal candidate will have a strong background in California water policy, nonprofit management, communication, fundraising, and administrative skills to implement and manage the organization successfully. The Executive Director will be the externally identifiable staff person in charge of the organization and will arrange the staff functions and advocacy support necessary to fulfill the organization's goals.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, including all important aspects of the job - whether performed daily, weekly, monthly, or annually; and any duty that occurs at irregular intervals. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the Water Blueprint.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the board to function properly to make informed decisions.
- Responsible for the implementation and fulfillment of strategic planning goals.
- Oversee organization of the Board and all committee meetings.
- Work closely with board chair in planning and preparing meeting structure and information for board meetings.
- Review, approve and sign documents on behalf of the Water Blueprint.
- Planning and operation of the annual budget.
- Responsible for the management of Water Blueprint's finances by working closely with the accounting team.
- Identify funding opportunities and coordinate fundraising efforts.
- Establish and maintain strong relationships with various organizations, stakeholders, community members and lawmakers to support Water Blueprint's outreach and advocacy efforts.
- Oversee marketing and other communication efforts.
- Serve as the Water Blueprint's primary spokesperson to the stakeholders, including elected officials, regulators, media, and the general public.
- Complete other duties as assigned.
- Preferably based in Fresno, CA.

MARGINAL FUNCTIONS (IF ANY): None

ESSENTIAL FUNCTION JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

- Progressive experience in the nonprofit or public sector leadership.
- Experience managing budgets and government contracts with restricted funding streams.
- General knowledge of California Water Issues required.
- Experience in supervising planning processes.
- Experience managing employees, volunteers and projects.
- Speak, read and write in English.

COMPENSATION:

- \$80,000 – \$100,000 annually as an independent contractor/consultant

ESSENTIAL FUNCTION JOB DESCRIPTION

<i>Hearing:</i> Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.		X	
<i>Repetitive motion:</i> Substantial movements (motions) of the wrists, hands, and/or fingers.			X
Physical Requirements			
<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met			X
Visual Acuity Requirements including color, depth, perception, and field of vision			
The worker is required to have a close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly of fabrication parts at distances close to the eyes			X
	Occasionally (1-33%)	Frequently (34-66%)	Constantly (67-100%)
Conditions the worker will be subject to in this position			
None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).			X