The mission of Milwaukee Riverkeeper® is to protect water quality and wildlife habitat and to advocate for sound land use in the Milwaukee, Menomonee and Kinnickinnic River watersheds. Milwaukee Riverkeeper is a non-profit organization that advocates for compliance with environmental laws and the promotion of policies to protect area rivers and near shore Lake Michigan. Milwaukee Riverkeeper patrols the waterways by foot and boat, surveying the shoreline for threats to water quality.

Milwaukee Riverkeeper monitors the rivers for pollutants and mobilizes thousands of citizens each year to partake in activities that connect them with the rivers, whether it be the organization’s Annual Spring Cleanup or volunteer water quality monitoring program. Milwaukee Riverkeeper runs the largest volunteer water quality program in the State and is the only local water advocacy organization. With an annual operating budget of approximately $480,000, Milwaukee Riverkeeper is supported primarily through generous funding from individual members, foundations and corporations.

Current projects include: The Milwaukee Riverkeeper Program, Menomonee Fish Passage Project, Southeastern Wisconsin Watersheds Trust, Citizen Based Water Quality Monitoring and Bacteria Monitoring, Milwaukee River Basin Report Card and volunteer-driven river cleanups.

Milwaukee Riverkeeper is a licensed member of the Waterkeeper Alliance, an international coalition of close to 200 organizations dedicated to protecting waterways around the world. Milwaukee Riverkeeper advocates for enforcement of environmental laws, responds to citizens’ complaints, identifies problems and threats to waterways in our area, and helps provide solutions to address problems. The common thread for Waterkeeper programs is employing a full-time person to serve as the Waterkeeper advocating for local waterways. A staff member serves as the Waterkeeper for the Milwaukee River Basin (the “Riverkeeper”) and that person is the primary spokesperson for the rivers. The Executive Director must strategize and work collaboratively with the Riverkeeper.

Waterkeeper Alliance connects and supports local programs to provide a voice for the waterways and their communities worldwide. Waterkeeper Alliance champions clean water and strong communities by helping to empower and support member organizations to protect communities, ecosystems and water quality. Each Waterkeeper program reflects the needs of the water body and the community it represents. For more information please visit: www.milwaukeeriverkeeper.org
BACKGROUND

As Milwaukee Riverkeeper, we advocate for enforcement of environmental laws, patrol and protect our local waterways, and engage the public in activities that tie them to the rivers. We envision a future where all people in the Milwaukee River Basin can enjoy clean drinking water and fishable and swimmable rivers. Milwaukee Riverkeeper is primarily responsible for advocacy initiatives with federal, state and local agencies (e.g. permit review, comment and testimony preparation, organizing grassroots advocacy efforts). The Riverkeeper Advocacy Committee (of the Board of Directors) and the Executive Director oversee these efforts to ensure they are consistent with the organizational mission and strategic plan.

A New York Times Travel Magazine, dated May 16, 2010, named the Milwaukee Urban Water Trail, created by Milwaukee Riverkeeper, among the top seven urban paddle destinations in the U.S.

In the past five years, Milwaukee Riverkeeper has received the following awards:

- 2012 - Volunteer Stream Monitoring Coordinator of the Year Award given to Milwaukee Riverkeeper’s (MRK) Water Quality Specialist
- 2010 - American Greenways Award for Milwaukee Urban Water Trail
- 2010 - DNR Planning Grant "Decade of River Successes" Award
- 2009 - River Hero award from River Alliance of Wisconsin
- 2008 - Stream Monitor of the Year Award given to MRK’s Riverkeeper

POSITION DESCRIPTION

The Executive Director of Milwaukee Riverkeeper acts as Chief Executive Officer and is responsible for overseeing the mission, programs and day-to-day operations of the organization. The Executive Director is the chief ambassador and fundraiser for the organization, and s/he is responsible for ensuring that the organization builds programs that advance its mission, secures the resources it needs to succeed and manages funds efficiently and effectively. The Executive Director is supervised by the Board of Directors and directs the work of the staff.
The Executive Director should be prepared to lead an established, and highly respected environmental organization to new levels of reach and impact. S/he must be able to work collaboratively with local and statewide partners in the advancement of Milwaukee Riverkeeper’s mission. S/he should have a proven track record in fundraising and development, cultivating major donors and ensuring the financial integrity of the organization.

ESSENTIAL RESPONSIBILITIES

LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

- Work with Board to plan, develop and implement projects that further Milwaukee Riverkeeper’s mission. This includes strategic planning and annual work plans.
- Serve as chief administrator and ambassador for the organization.
- Manage staff to ensure efficient business operations and coordination of programs.
- Establish and maintain a harmonious work environment. This includes responsibility for staff relations, efficient office procedures, human resources policies and opportunities for staff development.
- Provide leadership and motivate others (staff, Board, volunteers, etc.) in the framework of a team environment.
- Work with the Board President to develop Board, Executive Committee, and other Board committees.

FUND DEVELOPMENT AND FINANCIAL MANAGEMENT RESPONSIBILITIES

- Serve as chief fundraiser for the organization. This includes grant writing and/or overseeing proposals developed by staff; solicitation of corporate sponsorships for events; cultivation and solicitation of individuals, including major donors.
- Work with Board to develop annual budget, monitor finances and arrange for audit. Ensure that state and federal taxes and reports are filed in a timely fashion.
Work with Board to develop an annual fundraising plan to meet budgetary needs, as well as a plan to grow the organization’s reserve fund and endowment.

Successfully secure and maintain individual, major philanthropic gifts.

Work with Board to achieve individual, corporate, foundation, government and event fundraising goals.

Address current and future grant identification, writing and reporting requirements.

Work with Board to develop annual budget, monitor finances and arrange for audit.

Manage cash flow for the organization, authorize payments of bills and see that bank deposits are made in a timely fashion.

COMMUNITY AND PUBLIC RELATIONS RESPONSIBILITIES

Serve as leader in sustaining existing and building new relationships with other environmental and community organizations, including government and business entities and leaders. This includes targeting opportunities for collaboration where appropriate.

Work with Board to target opportunities to heighten community awareness of Milwaukee Riverkeeper through communication, marketing and outreach efforts.

Support the Riverkeeper as the primary spokesperson for Milwaukee’s rivers and serve as a public advocate as well. Work with the Milwaukee Riverkeeper to ensure that public statements of the Riverkeeper, Executive Director, staff and Board members are consistent with organizational policy and priorities.

Seek out and maximize opportunities to speak at a variety of venues.

Develop mutually beneficial relationships with other regional environmental and community organizations and leaders by gaining their respect and creating opportunities for collaboration.

Effectively communicate the designated Riverkeeper's findings with all external constituents.
• Promote and model empowerment by engaging Milwaukee Riverkeeper’s grassroots network in environmental concerns.

• Monitor and evaluate collaborations with other organizations to ensure consistency with organizational goals.

• Maintain awareness of environmental issues in the watershed in general and programmatically targeted areas in particular.

• Promote empowerment and stewardship by engaging Milwaukee Riverkeeper volunteers in river cleanups, water quality monitoring programs and other opportunities to connect with the rivers.

MINIMUM QUALIFICATIONS

• Bachelor’s degree required. Graduate degree preferred.

• Significant management and supervisory experience.

• Experience working with a non-profit organization and culture.

• Understanding of board of director relations and governance practices.

• Knowledge of, and commitment to, Milwaukee Riverkeeper’s mission.

MILWAUKEE, WISCONSIN

Milwaukee is the largest city in the State of Wisconsin and the 39th most populous region in the United States. It is the county seat of Milwaukee County and is located on the southwestern shore of Lake Michigan. According to 2010 census data, the City of Milwaukee has a population of 594,833.

Milwaukee is a city with an abundance of natural resources. No other major Midwestern city can claim a location that features a splendid Lake Michigan shoreline and a confluence of three rivers, where lush lakefront parklands, pristine beaches and an extensive bike path network provide a scenic backdrop for urban outdoor fun and recreation. Milwaukee’s natural assets are a source of pride, inspiring an ongoing resolve by local corporations, environmental organizations, city government and citizens to preserve the environment through sustainable practices throughout the city.
Moreover, Milwaukee, WI proudly bestows the following accolades:

- Outside Magazine named Milwaukee one of the Best River Towns in America.
- Milwaukee ranked 12th on SustainLane’s U.S. Cities Sustainability Index.
- Milwaukee was named one of 25 U.S. Department of Energy Solar America Cities in 2011.
- Award-winning Dept. of City Development-led redevelopment of the Menomonee Valley from contaminated brownfields to a thriving eco-industrial area. Also recognized by the Sierra Club as "One of the 10 Best Developments in the Nation."
- The City and Metropolitan Milwaukee Sewage District won the 2011 Leadership in Storm Water Management Award from Great Lakes & St. Lawrence Cities Initiative.
- Miller Park, home of Milwaukee Brewers baseball, was awarded the coveted LEED (Leadership in Energy and Environmental Design) certification in 2012, becoming the first stadium with a retractable roof and only the third Major League Baseball stadium overall to receive the designation.
- The Milwaukee RiverWalk was included on the list of Top Ten Great Public Spaces by the American Planning Association in October 2011.
- Travel & Leisure ranked the Milwaukee RiverWalk third among its Top Ten Coolest River Walks in 2010.
- The City of Milwaukee ranked 13th among the nation’s most walkable cities, according to http://www.walkscore.com All of the core downtown neighborhoods, however, scored 90 and above, earning Milwaukee’s city center the designation of “Walker's Paradise”.
- In 2009 Milwaukee was designated a U.N. Global Compact City as an international hub of water research and technology.
- Milwaukee was named one of America’s top ten places to advance “Smart Conservation” by the Conservation Fund.

(Courtesy of Visit Milwaukee: www.visitmilwaukee.org)
**GUIDELINES FOR APPLICANTS**

FOR FULL CONSIDERATION FOR THIS POSITION, ALL OF THE FOLLOWING MATERIALS MUST BE RECEIVED NO LATER THAN 9:00 A.M. CST ON MONDAY, SEPTEMBER 9, 2013:

1) A letter of interest describing your qualifications for the Executive Director position and your interest in Milwaukee Riverkeeper;

2) A description of your salary parameters;

3) A detailed and updated resume and

4) The names of, your relationship to, and contact information for, three professional references.

Please email all of the above listed materials to: MRK8@leadingtransitions.com

Mindy Lubar Price, President and CEO
Leading Transitions LLC, Search MRK8
544 E. Ogden Avenue, Suite 700-350, Milwaukee, WI 53202
414.228.9860 (phone) 414.228.9862 (fax)
www.leadingtransitions.com

The Board of Directors plans to have this position filled in October 2013.

Please note:

- References will not be contacted until a candidate has been notified.
- Background checks will subsequently be performed, with candidate permission.