

Alameda County Watershed Forum

Forum Coordinator Position

The Alameda County Watershed Forum is seeking an environmentally oriented self-starter to fill a part-time coordinator position as an independent contractor. The Forum Coordinator position offers an opportunity to take a growing organization to exciting new levels. For over five years the Forum has been a mechanism for strengthening local watershed education and restoration efforts. The organization is in a major growth phase and we need someone who can continue the momentum. We are seeking a coordinator who has the enthusiasm, commitment and experience to enable us to continue to grow the organization, support the watershed community, and implement our new strategic plan.

Background:

Established in 2005, the Alameda County Watershed Forum's mission is to promote local watershed education, restoration, and stewardship of Alameda County watersheds through cooperation and coordination among interested parties. Its primary goals are: foster collaboration among organizations and individuals interested in the health and well-being of Alameda County watersheds; share information, expertise, and ideas on watershed related issues; and support the efforts within the County to protect and enhance creeks and watersheds.

RESPONSIBILITIES:

Operations

The Coordinator ensures that the organization's mission, philosophy and policies are maintained and directs all aspects of Forum business and programs.

- Works with the Steering Committee on strategic planning, fundraising and policy aspects.
- Schedules and participates in all committees of the Forum.
- Maintains Forum website and manages all aspects of Forum communications.
- Ensures that expenses remain within the budget, financial records and reports are maintained and sufficient funds are raised. Maintains close communication with fiscal sponsors on financial and administrative matters.
- Develops annual program and project budgets with Forum Treasurer.
- Supplies and maintains own office space, computer and communications equipment sufficient to carry out all administrative and program activities.

Fundraising

The Coordinator leads and manages the organizations fundraising efforts.

- Implements multiple fundraising strategies.
- Oversees foundation, government and corporate grant research, writing, implementation and reporting.
- Cultivates relationships with current and potential donors and sponsors.
- Develops fee based programs and other fundraising strategies as appropriate.

Programs

The Coordinator oversees the planning and implementation of all Forum activities.

- Develop, update, and implement annual work plan for programs based on strategic plan
- Plan and implement logistics associated with forum trainings and events.
- Provide organizational and project support to watershed groups.
- Review program goals and objectives and determine progress made.

Community Presence

The Coordinator serves as the organization's key public representative.

- Is knowledgeable and keeps abreast of issues relating to watersheds, the broader environment and the community.
- Networks within the community to increase funding for and awareness of the Forum.
- Forms collaborative relationships with other public agencies and community organizations.

QUALIFICATIONS:

The candidate's qualifications must be demonstrated through directly relevant professional experience and education.

- The ideal candidate will have experience coordinating environmental programs and bring a combination of strengths, including experience in organizational development, facilitation, fundraising, program development, and project management.
- Experience developing and implementing fundraising strategies including grant writing.
- Experience with basic business operations including developing budgets, tracking and reporting finances.
- Highly effective interpersonal skills. Must be able to communicate effectively, both orally and in written form, comfortable working with committees, building partnerships and networking.
- Strong organizational skills, including attention to detail and accuracy. Ability to plan, coordinate, and evaluate impact of Forum events and activities.
- Familiarity with Bay Area watershed issues, a plus.
- The ability to work independently, prioritize and complete multiple tasks under deadline.
- Working knowledge of common computer applications and internet connectivity required.

The Coordinator will be an independent contractor and work under the direction of Forum's Steering and Executive Committees. Coordinator must show proof of, and maintain minimum levels of professional liability insurance. To complete the duties of this position, which include coordinating events off site, the Coordinator must have reliable transportation, a valid California driver's license, and auto insurance.

The position is a flexible part-time paid position with the potential to grow as funding allows. Compensation is commensurate with experience.

To Apply

Send a cover letter and resume to Forum Coordinator Search Committee via email at info@alamedacountywatersheds.org with Forum Coordinator in the subject line. Deadline is November 16, 2009.