



P.O. Box 1165, Ft. Myers FL 33902  
[www.crca.caloosahatchee.org](http://www.crca.caloosahatchee.org)

## **Executive Director Position Description**

### **Organization**

Founded in 1995, the Caloosahatchee River Citizens Association, Inc. (Riverwatch) is a non-profit educational organization affiliated with Waterkeeper Alliance. Riverwatch's mission is dedicated to the protection of the Caloosahatchee River and its watershed, through education and promotion of responsible use and enjoyment by all people. Riverwatch recently affiliated with Waterkeeper Alliance and is transitioning to full Waterkeeper Member status with a mandate to address water and environmental issues of the Caloosahatchee River & Estuary, Lake Okeechobee, Charlotte Harbor and Estero Bay. Current annual revenues are \$30,000/year with a goal of \$100,000 this year and \$300,000 by 2019. For more information, please visit [www.CRCA.caloosahatchee.org](http://www.CRCA.caloosahatchee.org).

### **Position**

Reporting to and in partnership with the President, the Executive Director will spearhead development efforts as Riverwatch continues to grow. A new position in the organization, the Executive Director will have the opportunity to build the development function. In its initial years, the Executive Director position is focused exclusively on fundraising to support the Executive Director position, the Waterkeeper position, and other programs of the organization.

### **Responsibilities**

- Develop and execute a Riverwatch annual fundraising plan
- Secure financial support from individuals, foundations and corporations
- Manage the implementation of fundraising information management system and data entry.
- Maintain registration with State of Florida (FDACS) as a professional fundraiser.
- Develop and maintain ongoing relationships with major donors
- Creating and executing a strategy for a large sustained base of annual individual donors
- Overseeing organization of special events
- Developing and tracking proposals and reports for all foundation and corporate fundraising

### **Qualifications**

BA/BS degree with 2-years of experience (5-years if no BS/BA degree) in development or as a non-profit organizational officer (may include university organizations experience). Demonstrated excellence in organizational, managerial, and communication skills.

