



Position Announcement Director of Community Engagement

ABOUT RIVERKEEPER: New York's clean water advocate, Riverkeeper is a non-profit organization based in Ossining, NY. For over fifty years, Riverkeeper has used investigation, law, science, education, service projects and advocacy to work to restore the ecological and commercial integrity of the Hudson River and protect the drinking water supply for 9 million New Yorkers.

ABOUT THE COMMUNITY ENGAGEMENT PROGRAM: Riverkeeper works with volunteers to reinforce our mission and broaden the base of supporters who promote our work. We expand Riverkeeper's program capabilities by organizing volunteer projects, engaging in grassroots campaign advocacy, strengthening initiatives like citizen science and pollution monitoring, educating the public, developing strategic partnerships with individuals, businesses and organizations, and promoting engagement opportunities among New York City and Hudson Valley residents.

In 2017, over 2,000 volunteers dedicated nearly 8,000 hours of service to Riverkeeper, with the Riverkeeper Sweep as the program's signature event. The new Director will need to create a vision for Community Engagement over the next five years to continue to build on the great work that this team has been doing. The Director of Community Engagement reports directly to Riverkeeper's President. The Director will oversee two full time staff members, the Campaign Advocacy Coordinator and the Outreach Coordinator, as well as seasonal volunteers and interns.

POSITION DESCRIPTION:

Strategic Program Development and Execution

- Collaboratively set outreach program goals to meet needs for geographic focus or expansion; support program staff in achieving core work and campaign goals; develop strategic partnerships to support membership growth; and, plan outreach events to grow our network.
- Set and strategize implementation of volunteer program goals to ensure that we retain existing volunteers, move volunteers up the leadership ladder, make our volunteer opportunities more accessible to diverse audiences, develop training opportunities for volunteers, and develop volunteer recognition and appreciation opportunities.

- Fluidly strategize initiatives, partnership-building and events to achieve volunteer, advocacy, outreach or program goals with Development, Communications, Membership or the program teams, such as a strategy for constituency development in the Catskills and Upper Hudson regions (40% of our work is planned, 60% is to support other internal program as well as communications and development goals as they come up).
- Represent Riverkeeper to members of the public at events, public meetings and in small group settings.
- Develop and maintain relationships utilizing sound stakeholder management principles.

Riverkeeper Sweep

- Responsible for oversight of Riverkeeper's biggest public event, the annual Riverkeeper Sweep, a day of service for the Hudson and its tributaries which brings together thousands of volunteers and 150 partners to remove trash from over 100 shoreline locations.
- Oversee the recruitment and training of Sweep Leaders, collaborate with leaders to coordinate project details, oversee the development of volunteer registration, develop a strategy for event promotion, develop new partnerships, support sponsorship cultivation and stewardship.

Team Management

- Hold regular Community Engagement meetings to determine priorities, set goals and foster team cohesiveness.
- Have regular one-on-one management meetings with direct reports to support their initiatives and delegate program tasks. Note that the team collaborates fully on many projects; however, some projects require team members to work independently.
- Attend weekly Manager's and Case Intake meetings with Riverkeeper's leadership team to keep a pulse on organizational priorities, to help team prioritize needs to support various organizational initiatives.
- Create annual work plan for program, self and direct reports.
- Create quarterly board reports and occasional presentations at Board, Advisory Board and Junior Council meetings.

Administrative

- Develop best practices to track volunteer support and report metrics, allowing us to work more effectively and consistently with our volunteers.
- Work with the Development team to support corporate sponsorship pitches and employee engagement fundraising opportunities.
- Manage social media postings for Community Engagement events in collaboration with the Communications team.
- Ensure that Standard Operating Procedures are developed, maintained, and updated appropriately.
- Responsible for development of Community Engagement program budget.

QUALIFICATIONS AND EXPERIENCE:

The ideal candidate will have:

- At least 10 years of experience in community organizing, grassroots advocacy and/or electoral campaigns;
- Successfully engaged supporters and motivated local communities to take action;
- A strong commitment to Riverkeeper's mission and goals and possess a general familiarity with the broad range of topics/issues we cover;
- Excellent interpersonal skills and proven ability to effectively engage with a diverse population;
- Entrepreneurial and creative drive. Someone with exceptional organizational skills, initiative, attention to detail and the ability to drive forward multiple initiatives, prioritize and delegate tasks;
- Excellent oral and written communication and presentation skills;
- Experience communicating with stakeholders through social media;
- Demonstrated ability to establish and maintain effective working relationships with other departments, volunteers, members of the public and partner organizations;
- Excellent management skills, including experience training staff and volunteer leaders;
- The ability to maintain a flexible work schedule to cover evening and weekend outreach events, public presentations, community meetings, etc.;
- Familiarity with the region where we work as well as with other non-profit environmental organizations;
- Experience using constituent databases to maximize program growth (a plus);
- Be passionate about Hudson River issues!

COMPENSATION & BENEFITS:

Competitive and commensurate with experience.

APPLICATION PROCEDURE

Please submit your resume and cover letter to humanresources@riverkeeper.org. Please write Director of Community Engagement in the subject line. Phone calls will not be accepted.

*Riverkeeper is an AA/EEO employer.
Women, people of color and LGBTQ candidates are strongly encouraged to apply.*