



Job Description

Title: Executive Director

Type: Part Time, Independent Consultant

Location: Eastern Long Island, preferably, Town of East Hampton

Summary of Position

The Executive Director leads the Friends of Georgica Pond Foundations' (FOGP) work to restore the Georgica Pond ecosystem. Working closely with the board of directors, the ED also collaborates closely with the Gobler Lab at Stony Brook University, local NGOs and local governments to advance the mission of the organization. Founded in 2015, FOGP is a not for profit organization supported almost entirely by private donations. The Director is responsible for the day-to-day running of the organization including all administrative, fundraising, communications and community engagement efforts as well as serving as the liaison to the Gobler Lab and other partners. The ED must work from a home office with regular visits to Georgica Pond and its watershed.

Duties & Responsibilities

- Create and distribute communications for the organization including website, monthly e-newsletters, press releases, fundraising proposals, annual report, and others.
- Prepare annual budget and operating plan.
- Raise funds to meet operating & project needs.
- Maintain fundraising records, spreadsheets, donor database and donor acknowledgements.
- Secure public funds for priority Georgica Pond projects.
- Maintain organization records and ensure that all legal requirements are met.

- Schedule and prepare bi-monthly board meetings.
- Serve as the spokesperson for the organization.
- Serve on standing or ad hoc committees related to Georgica Pond.
- Maintain productive relationships with all elected officials and public employees with oversight of Georgica Pond.
- Work with the Gobler Lab and other scientific partners on ongoing pond management and help evaluate new technologies and approaches to monitoring and remediation.
- Manage all contacts with vendors including aquatic weed harvester, website, bookkeeping and others.

Qualifications

Great Communicator. Able to relate to a wide range of the public including donors, land owners, government officials, members of the public and the press.

Demonstrated fundraising skills. The organization raises approximately \$500,000/year from private donors. Experience with all aspects of fundraising is required.

Knowledge of the geography, social, political, and cultural environment of East Hampton Town, Village, and eastern Long Island.

Knowledge of ecology and conservation issues facing eastern Long Island's near shore waters and lands.

Ability to work independently from home with a flexible schedule including some weekends.

Demonstrated leadership experience in the not for profit sector.

Proficiency with Microsoft Office

Friends of Georgica Pond Foundation

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