



**Friends of the Upper Delaware River (FUDR), based in Hancock, NY, is seeking a qualified candidate to fill the position of “Watershed Program Policy Director”**

**Job Description:**

In this exciting new position, the goal of the Watershed Program Policy Director will be to identify and advocate for national, state, regional, and local policy initiatives that advance watershed protection and restoration in the Upper Delaware River watershed of New York State. The person in this position will also work to secure meaningful funding from multiple sources for on-the ground waterway protection and restoration projects throughout the Upper Delaware region that protect water quality, improve aquatic habitat, and help revitalize local economies and create jobs. They will effectively engage and collaborate with local, regional, statewide, and national organizations, coalitions, state legislatures, federal/state/local governmental agencies, and the U.S. Congress to advance policy initiatives and secure restoration funding.

**Duration of Project:**

This position is grant funded for 18 months with the possibility of ongoing funding.

**Project Location:**

The Watershed Program Policy Director may live off-site but must commit to spending significant time (2-3 days per week) in the FUDR office in Hancock, NY and must be able to travel to Albany, NY, Philadelphia, Pa, and Washington, DC at least 2-3 times annually.

Employer will provide housing accommodations for overnight stays in Hancock, NY.

**Major Responsibilities:**

- Demonstrated ability to successfully develop and implement local, state, and national water resource policy initiatives/campaigns
- Oversee watershed program grants, including advocacy, outreach, media and member engagement efforts, and reporting requirements
- Provide a strong leadership role and coordinate activities of Coalition members and other partners to support increased conservation funding and sound water resource policies and programs that improve water quality and boost local economies in the Upper Delaware River Watershed
- Develop strong relationships with key decision makers at the federal, state, and local level including lawmakers, government officials, conservation organizations, and non-traditional allies
- Manage the overall operational, budgetary, and financial responsibilities and activities of the project, including monitoring invoicing, payments, financial reports, and consultant contracts/supervision

- Work to secure additional funding from new resources for the expansion and continuation of FUDR's programmatic efforts. Serve as point of contact for funding organizations, and write grant applications and reports
- Develop a comprehensive communications strategy and create clear, articulate, and effective written materials including fact sheets, action alerts, blog entries, press releases, LTE's, and opinion pieces – using both traditional and social media
- Develop and implement detailed quarterly work plans in consultation with FUDR staff and other watershed leaders
- Prepare bi-weekly reports on project progress
- Participate with other FUDR staff towards daily operations at the assigned work location
- Perform other related duties as assigned and additional tasks related to supporting the organization

**Required Qualifications:**

- 4 year degree and 5 or more years in water resource policy work, advocacy, community organizing, public education and fundraising. Advanced degree preferred
- Excellent organizational, time and project management skills with the ability to manage multiple projects, shifting priorities and meet deadlines
- Strong communication, public speaking, and writing skills
- Flexibility to adjust hours to meet deadlines and needs of the organization, including availability to work occasional evenings and weekends
- Excellent computer skills including Microsoft Office
- Must be a self-starter, organized, and comfortable working independently
- Must have a valid driver's license and be able to operate a motor vehicle in NY

**Salary:** Commensurate with Experience

**Application Deadline:** August 24, 2018

**Start Date:** Immediate

**Reports to:** FUDR Executive Director

Please email cover letter, resume, writing sample and three references as a single PDF document, listing job position in subject line, to [sharon@fudr.org](mailto:sharon@fudr.org). No phone calls please.

*We are committed to building a diverse team and strongly encourage all qualified professionals to apply. Friends of the Upper Delaware River is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic background, disability or any other characteristic protected by law.*