

Executive Director, Headwaters, Inc.

Full Time

Whitesburg, Kentucky and ideally the candidate will live and work in Letcher County.

Salary/Pay: \$40,000 - \$45,000

How to apply: To apply for the position, please send a cover letter, resume, and two references to courtney@aclc.org with "Headwaters Executive Director Position" in the subject line.

Headwaters, Inc. is a Letcher County-based organization dedicated to improving local water quality through student and community education, providing accurate and accessible water quality information, and empowering citizens and communities to care for local waterways. We are rebuilding after limited activity during COVID and the impact of Letcher County's massive flooding in 2022.

General Responsibilities:

The Executive Director is responsible for the overall leadership of the organization in conjunction with the Board of Directors, as well as administration and day-to-day management.

- Work with Board to develop organizational goals and objectives consistent with the mission and vision
- Design and implement program plans in support of Headwaters' mission and community needs
- Manage project activities, grant administration, fiscal responsibilities, communications and business operations
- Lead fundraising efforts with foundations and individual donors, including relationship building and grant writing
- Represent and promote Headwaters' work to other organizations, public officials, and community members
- Build upon and expand current relationships with community members, stakeholders, and project partners.
- Lead and build enthusiasm for community-based environmental health and environmental restoration projects in the area.
- Create a positive and collaborative working environment that is conducive to achieving the organization's mission and vision

Candidate Qualifications and Competencies:

The ideal Headwaters Executive Director is passionate about access to clean water and environmental education and is able to successfully manage all required tasks of the organization while growing its support. Preference will be given to candidates with a connection to the Letcher County community and familiarity with Eastern Kentucky's social and political context.

The following qualifications and skills are preferred:

- All aspects of leading a non-profit organization, with strong leadership experience and principles
- Demonstrated experience with fundraising and grant writing
- Strong written and oral communication skills
- Strong computer skills
- Self-starter who initiates and carries out tasks with minimal supervision.
- Ability to build relationships, facilitate conversations, and report on the organization's work and growth to a variety of stakeholders
- Bachelor's degree
- Environmental education experience a plus
- Knowledge of water quality issues, land use issues, and watershed planning a plus

Salary range: \$40,000 - \$45,000

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Applications will be accepted until the position is filled. Anticipated start date is February 2024. For more information, please contact courtney@aclc.org and mpickering@appalshop.org