



Friends of the Cobbossee Watershed

TITLE: Director of Conservation

REPORTS TO: Executive Director

LOCATION: Friends of the Cobbossee Watershed Offices located in East Winthrop, Maine

Travel within the Cobbossee Watershed (and occasionally statewide) is expected.

DURATION: Permanent Year-Round Employee

HOURS: Full-time salaried

ABOUT THE FRIENDS OF THE COBBOSSEE WATERSHED

Comprised of 28 lakes, ponds, and streams located within 17 townships in central Maine, the Cobbossee Watershed is a unique and precious resource for the year-round and seasonal residents of the region, as well as countless numbers of visitors.

Our role is to engage a community of people—donors, elected officials, business leaders, recreational visitors, school-aged children, and families—who understand the value of this wonderful resource. For more information, visit www.watershedfriends.com or our Facebook page.

GENERAL DESCRIPTION

The Friends of the Cobbossee Watershed is a 501(c)(3) organization with a mission to “protect the lakes, ponds, and streams of the Cobbossee Watershed through community engagement, conservation, and education.” *The role of the Director of Conservation is to direct, manage, and assess the conservation programs of the Friends of the Cobbossee Watershed. Programs include Courtesy Boat Inspection, Plant Survey and Control, Slow the Flow and Conservation Corps.*

Eligible candidates must be able to multi-task and prioritize their work independently in collaboration with others on the teams. Must be proficient in Microsoft 365 Office, ArcGIS. Familiarity with WordPress, Canva and Social Media platforms is a plus. The position requires that you be able to lift 50 lb. and are currently Scuba Dive Certified. The successful candidate will oversee two year-round staff and 4 seasonal staff who in turn supervise 40 season staff. Supervisory experience is necessary.

Primary Responsibilities:

- Work with the Maine Department of Environmental Protection to create and implement Aquatic Invasive Species Management survey/control plans for existing and future infestations in the watershed.
- Oversee the Conservation Programs Manager in the administration of the Courtesy Boat Inspection program for our watershed's ten public boat launches.
- Work with the Conservation Programs Manager and our Cobbossee Lake Association partners to manage Aquatic Invasive Species in the Cobbossee Watershed, including prevention, early detection, and management strategies.
- Directly oversee the field operations of plant survey, plan control and other remediation efforts to include the Slow the Flow Program throughout the watershed's field season (April to November)
- Report on efforts and results of all plant survey and plant control efforts to state, local and community partners
- Work with the Slow the Flow Technical Director and Conservation Programs Manager in creating the direction, scope, and evaluation of the Slow the Flow Programs, (LakeSmart Start! and Conservation Corps) and partnership with the Cobbossee Watershed District on 319 watershed remediation projects. Support our efforts in shoreline property owner education and relationships.
- Represent the organization at meetings with agencies and partner organizations to inform and stay current on industry standards, innovations, and best practices, as appropriate.
- Report to town governments on the organization's work to address environmental threats and to request funding for this work.
- Support the Executive Director in working with watershed towns, regional entities, and the State of Maine to encourage regulations and ordinances that protect the lakes, ponds, and streams of the Cobbossee Watershed.

Other Responsibilities

- Work with the Executive Director and Development Director to identify grant funding sources and develop proposals for conservation programs.
- Assist the Executive Director in promoting the work of the Friends to various stakeholders and public groups, to engage in our work and encourage financial support.
- Assist the Executive Director and Director of Development in fundraising activities as necessary, including the creation of campaign appeals, recruitment, and maintenance of business sponsor relationships, membership drives, major donor relationships, and the like.
- Assist with educational programs, fundraising events, and administrative tasks, as necessary.
- Ensure all the conservation programs equipment is kept in proper order to ensure it can be used whenever needed. This includes IT equipment, dive equipment, AIS (Aquatic Invasive Species) field management tools (watercrafts, trailers, and road vehicles).

Relationships:

- Internally: Works collaboratively with the Executive Director, Director of Development, Education & Outreach Director, Conservation Programs Manager, Slow the Flow Technical Advisor, and Administrative Coordinator as part of the year-round Leadership Team for the organization. Seasonally work with other program supervisors/coordinators, staff, and volunteers.

- Externally: Forms partnerships with counterparts at similar organizations, lake association representatives, state agencies, and the public.

Supervises: Conservation Programs Manager, Slow the Flow Technical Advisor, Plant Survey Coordinator, Plant Control Coordinator, Conservation Corps Coordinator. Assists in mentoring additional summer coordinators and staff as needed.

Position Requirements

- A Master's in a field related to botany, ecology, limnology, biology, environmental sciences, wetland sciences, or 3-5 years of experience in freshwater ecological systems.
- Background in Taxonomy, preferably aquatic plants
- Microsoft 365 proficiency
- A passion for science education and community engagement
- Effective public speaker, including experience in presenting scientific content to the lay public
- Excellent written and verbal communication
- Valid driver's license and clean driving record
- Demonstrated ability to manage multiple projects concurrently
- Willingness to be trained and certified in Boater Safety, Wilderness First Aid and Freshwater Diving.
- Ability to operate watercraft, including canoes, kayaks, and motorized boats, or willingness to acquire these skills.

Preferred Knowledge, Skills, and Abilities:

- Extensive knowledge (in breadth and depth of work) of Maine's aquatic invasive species
- Experience with state government RFPs (request for proposals) and grant administration
- Program management, including budgetary and accounting experience
- Experience coordinating large groups of volunteers
- Experience writing and collaborating on successful grant proposals
- Experience with field surveys and geospatial data collection & management
- Strong interpersonal skills and leadership qualities, including experience communicating orally and in writing to both technical and non-technical audiences
- Ability to chair and facilitate committee meetings and work groups
- Open-mindedness and a willingness to learn and be mentored
- Information and database management and coordination
- Scuba Dive Certified

This position includes a competitive annual salary of between \$55,000 and \$65,000, plus a benefits package. This is a salaried position that requires occasional weekend and evening work responsibilities.

Applications review will begin 9.15.24 and will be considered on a rolling basis thereafter.

The Friends of the Cobbossee Watershed is an Equal Opportunity Employer. We are committed to employing and supporting individuals who are passionate about environmental justice and have relevant work experience, regardless of race, color, national origin, ancestry, sex, sexual orientation,

gender identity, gender expression, physical or mental disability, religion, familial status or experience with poverty, receipt of public assistance, or homelessness. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

**Please submit your cover letter, resume, and contact information for three professional references to
Tom Mullin, Executive Director of the Friends of the Cobbossee Watershed
tom@watershedfriends.com**