Job Description  
Executive Director  
Rivers Without Borders  
(March 2008)

**Job Title:** Executive Director  
**Wage:** $52,000 -- $67,000 DOE  
**Reports to:** Steering Committee  
**Time of Work:** 100% FTE  
**Classification:** Salaried position - exempt

**Position Summary:**
The Executive Director of Rivers Without Borders (RWB) is highly motivated, creative and experienced; with a big passion for big wilderness. The ideal candidate has worked with small communities, First Nations and other levels of government, and has experience in transboundary conservation work. S/he has a track record of successful fund development and knows the array of foundations that support conservation in British Columbia and Alaska. (S)he is a seasoned staff and volunteer manager, with a deep understanding of environmental issues, particularly in the transboundary region. S/he is also a strong strategic thinker with a commitment to achieving meaningful and measurable conservation outcomes.

The Executive Director (ED) is responsible for managing RWB and reports to a transboundary Steering Committee as well as to the Tides (US) and Sage (Canada) Centers. The ED leads the RWB team of staff, contractors and volunteers to ensure that RWB’s mandate is effectively represented on a broad range of environmental issues in the transboundary region. The ED ensures the financial health of the organization through fundraising and grant development. The ED strives to build effective working relationships and when possible partnerships between RWB, First Nations and other levels of government, communities and other organizations and agencies. Overall, the ED's focus is largely one of strategic coordination of issues, public communication and organizational management.

**Rivers Without Borders:**
Rivers Without Borders is a guardian of the northern transboundary region, where the most northwesterly rivers in British Columbia empty into Southeast Alaska. Geographically the region extends from the Unuk River in the south to the Tatshenshini-Alsek drainage in the north, and from the coastal rainforest of the Tongass National Forest in the west to the boreal highlands of the Spatzizi Plateau in the east. If any region captures the essence of "the wild" that lives in every North American's imagination, this is it. It is an area of vast, rugged and incredibly diverse watersheds. It is populated by iconic and increasingly rare wildlife like grizzly bears, wolves, caribou, mountain goats, and all species of wild Pacific salmon. There are few intact wilderness ecosystems of such size and integrity left in the world, making the ecological health of this region internationally significant. The remoteness and sparse human inhabitation that help make this region emblematic of Canada's wilderness identity also create unique challenges for its protection. There are few local caretakers in a region with an abundance of ecological riches that is paralleled only by its mineralization and energy resources. RWB has taken up the challenge to inform and mobilize Canadians and Americans about this vast and largely unknown wild place, partnering with the small local communities that must inevitably be the promoters and long-term stewards of the region. We do so in the face of a new gold rush that threatens to bring economic boom and bust, wilderness fragmentation and ecological degradation to this irreplaceable region.

**General Responsibilities:**
• Ensure the organizational health of RWB by leading the RWB team in developing, implementing, and evaluating the RWB strategic plan
• Supervise RWB staff contractors and volunteers
• Build and maintain relationships with key actors
• Lead on identified RWB campaigns and advocacy efforts as appropriate and required
• Work with Steering Committee
• Other duties as mutually agreed upon

Duties and Responsibilities:

a) **Ensure organizational health of RWB.** (Finance and management) *(35%)*
   - Ensure that all RWB activities serve the Strategic Plan of RWB and update that Plan as necessary.
   - Overall responsibility for the financial health of RWB, including building and maintaining relations with donors, foundations and relevant government agencies.
   - Develop the annual budget and monitor the financial health of the organization. Ensure regular and accurate financial reporting to the Steering Committee.
   - Plan (with staff) and manage projects (including developing ideas for projects that further RWB goals), draft or oversee the drafting of proposals, ensure follow-up reporting is completed and project obligations are met.
   - Uphold organizational adherence to charitable status regulations in Canada and the U.S.A.
   - Ensure RWB perspectives are effectively represented in public and key private settings.
   - Work with the Steering Committee, staff and volunteers to develop RWB positions on emerging or evolving issues.
   - Undertake or oversee government relations on key RWB issues
   - Keep informed on current issues related to the transboundary region, mining and energy sectors in British Columbia and Southeast Alaska, wildlife and wilderness conservation trends, and models of conservation with potential application in the transboundary region.

b) **Supervise RWB staff, volunteers and contractors.** (Unless delegated otherwise) *(20%)*
   - With Steering Committee, recruit and hire or contract qualified staff as needed.
   - Provide direction to and ensure performance and accountability of staff, contractors and volunteers as required.
   - Conduct annual job evaluations for staff.
   - Hold regular staff conference calls and occasional staff meetings.
   - Meet or teleconference with staff members, contractors and volunteers as required to discuss workloads & work plans, and performance.
   - Identify and recommend appropriate training opportunities for RWB staff and volunteers.

c) **Build and maintain relations with key actors** *(20%)*
   - Effectively communicate RWB’s goals, role and mandate to transboundary communities, First Nations and other levels of government, economic and other stakeholders, and the public.
   - Network and coordinate with other ENGO’s in the north as well as national and international organizations in effective conservation partnerships.
   - Use appropriate national and international legal instruments to ensure proper conservation management in transboundary watersheds.
   - Represent the RWB in broad networks like Mining Watch Canada, Alaskans for Responsible Mining, WMAN, Yukon Environmental Network and others.

d) **Campaigning and advocacy.** *(15%)*
   - Lead on identified RWB campaigns and advocacy efforts as appropriate and required.
   - Ensure public education on key RWB issues occurs through personal engagement with the public and/or support for engagement by other RWB staff and, when appropriate, volunteers.

c) **Work with Steering Committee.** *(10%)*
   - Coordinate and lead meetings as required.
   - Keep SC informed of RWB activities and issues.
   - Engage the Steering Committee in formal strategic planning when appropriate.
Seek opportunities to build organizational capacity.

**Qualifications:**

- At least five years experience with a wide range of nonprofit organizations, ideally in both the US and Canada
- Ideally with experience as an executive director and/or senior level campaigner in developing and implementing successful campaigns
- Demonstrated experience (at least 2 years) as a fundraiser
- Proven ability to manage multiple projects and assignments, and to meet deadlines
- Openness to and interest in working in a multicultural environment which respects and values diversity among indigenous communities, staff, board, and other relationships
- Excellent written and oral communication skills, with proven ability to convey information clearly
- Flexibility to travel frequently around the region is essential
- Candidates must have demonstrated the ability to exercise sound judgment, and have displayed initiative and innovation on past jobs and/or contracts
- Aware of and familiar with environmental issues in the Pacific North West
- Experience in analyzing complex organizational issues; able to distill data and make recommendations

**Characteristics for Success**

- Driven to achieve Rivers Without Border’s mission and results
- Ability to manage complexity of tasks over time. Fast, creative problem solving and ability to think proactively.
- Analytical, strategic and systematic thinking and doing; sets priorities and can anticipate future consequences and probabilities
- Proven ability to manage multiple projects and assignments, and to meet deadlines
- Excellent written and oral communication skills, with proven ability to convey information clearly
- Candidates must have demonstrated the ability to exercise sound judgment, and have displayed initiative and innovation on past jobs and/or contracts.

**Application Process:**

Send cover letter explaining how your experiences and skills match this position; resume; writing sample; and contact and relationship information for three references to Ben Kirkpatrick, Interim Executive Director at the address or email listed below. This position will remain open until filled.

Our programs and employment are open to all. We don’t discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation or disability in any of its policies or programs. We offer a diverse, team-based environment, competitive salaries and an excellent benefits package. Additional information about us can be found on our website at [www.riverswithoutborders.org](http://www.riverswithoutborders.org).

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