

**Executive Director**  
**Tookany/Tacony-Frankford Watershed Partnership**  
4500 Worth Street, Philadelphia, Pennsylvania, 19124

**Overview**

The Board of Directors of the Tookany/Tacony-Frankford Watershed Partnership, Inc. (TTF) seeks an Executive Director to guide an organization that is a regional example of the power of collaborative watershed revitalization and creative community engagement. Working together with the Board and staff, the successful candidate will manage the organization, maintain strong partnerships with diverse stakeholders, advance key plans and projects, and diversify the organization's funding base.

TTF's mission is to connect people to their creeks to improve the health and vitality of our watershed by collaborating with our municipalities and leading our communities in education, stewardship, restoration, and advocacy. TTF works with neighbors, volunteers, schools, municipal governments, businesses, and community members to restore its 30 square mile watershed. TTF recognizes that we serve a diverse watershed that is home to many disinvested communities that face environmental injustice on a daily basis, and is committed to continuing and expanding its diversity, equity, inclusion, and justice (DEIJ) work.

**About TTF**

TTF serves as the crucial link connecting residents, businesses and government as neighbors and stewards of this impaired, but critically important watershed in the Philadelphia metro region. Through programs, outreach, and project planning, funding, and implementation, TTF facilitates, supports, and initiates efforts to restore the health of the watershed, and to mobilize community members as watershed stewards. TTF works with the Philadelphia Water and Parks & Recreation departments to engage, program, and improve Tacony Creek Park, and will be leading the implementation of a new park Master Plan starting in 2024. TTF supports PWD's Green City Clean Waters program, as well working with its upstream communities and property owners to improve creeks through award-winning green stormwater management practices.

Since its founding in 2000, TTF has grown from a volunteer partnership into an incorporated nonprofit 501(c)3 with six full-time and six part-time staff, and the services of a consulting conservation specialist. The TTF Board of Directors is comprised of a diverse group of community and environmental leaders. TTF's 2023-2024 annual budget is \$1.4 million.

**Position Summary**

Appointed by and reporting to the Board of Directors, the Executive Director serves as the leader of the organization, maximizing opportunities for growth and partnership, managing a mission-oriented, creative staff, and responding to the needs of TTF's partners and watershed community members while making progress towards the goals of the strategic plan.

**Responsibilities**

**Organizational Planning:**

- Work closely with the Board of Directors on long-range planning for the growth and sustainability of the organization and achievement of the TTF mission through strategic planning with the inclusion of DEIJ principles in every area
- Work closely with staff to create a working structure that utilizes and enhances staff skills and organizational resources

**Leadership and Management:**

- Provide creative leadership in the development of programs and organizational growth opportunities
- Tap into opportunities for collaborative support through networks and coalitions
- Be the face of TTF while building staff comfort and expertise in this role as well
- Provide leadership and training in planning, project management, and communication
- Steward staff and resources appropriately for signature project initiatives, e.g., Tacony Creek Park Master Plan, Delaware River Watershed Initiative, Alliance for Watershed Education and others

#### Fundraising and Fiscal Responsibility:

- Develop a five-year fundraising plan with the Board of Directors to increase operating funds through a diversity of fundraising strategies including: grants, individual and corporate donations, and planned giving.
- Develop and recommend to the Board an annual budget for approval
- Oversee all aspects of financial reporting within accepted regulations and grant guidelines

#### Public Relations:

- Maintain excellent working relationships with partners including financial supporters, community groups, government officials, academic institutions, nonprofit organizations, and individuals
- Serve as the organization's chief spokesperson, representing TTF among a diverse range of stakeholders and in a variety of media

#### The qualified candidate must possess at a minimum the following credentials:

- Demonstrated expertise with non-profit management and fundraising experience with demonstrated skills in grant writing, donor cultivation, financial management, organizational leadership, and public relations
- Excellent interpersonal communication skills, with an ability to effectively convey information and interact sensitively with diverse groups
- Proven ability to motivate, lead and sustain team excellence
- Ability to design, implement and direct multiple projects simultaneously and make strategic decisions
- Bachelors degree in a related field

#### Additional Requirements:

- Position requires local travel with access to a vehicle
- Must be able to work non-traditional hours such as weekends and evenings
- Ability to conduct physical labor (trash clean-ups, tree plantings, and event set-up and breakdown) in outdoor settings

#### Additional factors that will be considered:

- Familiarity with the TTF watershed and Philadelphia neighborhoods
- Understanding of and commitment to environmental justice and DEI/J issues, principles, and practices
- Familiarity with urban watershed, park, and trail issues and organizations
- Understanding of municipal, state, and federal government structure

***We welcome applications from all people regardless of race, ethnicity, gender, and sexual orientation.***

#### **Details**

Start date: May 1, 2024

Employment type: Full time

Salary: \$85,000-\$110,000 commensurate with experience/qualifications. The successful applicant will also have generous vacation and holiday time, medical insurance, and will be able to work on a flexible schedule.

#### **How to apply**

Email résumé and cover letter to: [julie@ttfwatershed.org](mailto:julie@ttfwatershed.org) by November 13, 2023.

Subject Line: TTF EXECUTIVE DIRECTOR POSITION