

Executive Director (Part-Time)

Norwalk River Watershed Association (NRWA)

Start Date: July 1

Compensation: \$40,000 annually

Schedule: Part-time (approx. 20 hours/week) with the opportunity to add hours over time.

About the Norwalk River Watershed Association

The Norwalk River Watershed Association is a nonprofit organization dedicated to protecting and restoring water quality and fish and wildlife habitats throughout the Norwalk River Watershed. NRWA engages community volunteers in restoring native plants, improving riverbanks, meadows, and forests, expanding public access to open space and trails, supporting research and legislative policy that protects biodiversity, and promoting education and cooperation across the seven watershed towns—Norwalk, Wilton, Ridgefield, New Canaan, Redding, Weston, CT and Lewisboro, NY.

Position Overview

The Executive Director (ED) provides strategic, operational, and administrative leadership for NRWA. This part-time role is ideal for a mission-driven professional who can manage grant writing, program management, communications, and administrative oversight while advancing NRWA's conservation goals.

Key Responsibilities

Program & Mission Delivery

- Grant writing and grant management at the corporate, state and federal levels
- Oversee, coordinate and expand watershed habitat restoration activities, including invasive plant removal, native plantings, and river cleanups.
- Promote public access to the river, open spaces, and trails through partnerships and community engagement.
- Collaborate with local, state, and regional partners on research, water quality testing, and other projects to protect and restore water quality and wildlife habitat.
- Help organize the Pollinator Pathway projects in each of the seven watershed towns.

Community Engagement & Education

- Oversee, coordinate and expand educational outreach--nature walks, library talks, webinars.
- Give presentations about the challenges facing the watershed and the actions we can all take to protect it
- Build relationships with schools, civic groups, environmental organizations, and municipal partners.

Advocacy & Policy Support

- Monitor and support legislative and policy initiatives that protect biodiversity, clean air, and clean water at the local and state levels.
- Represent NRWA in public forums, stakeholder meetings, and collaborative watershed efforts.

Fundraising & Development

- Manage donor relations, membership engagement, and fundraising campaigns.
- Prepare grant applications and reports; identify new funding opportunities.

Communications & Outreach

- Oversee NRWA's digital presence, including website updates, newsletters, and social media.
- Communicate program impact, volunteer opportunities, and conservation priorities to the public.

Administration & Governance

- Manage day-to-day operations, including budgeting, reporting, and compliance.
- Support the Board of Directors with meeting preparation, strategic planning, and organizational development.
- Maintain organizational records and ensure smooth administrative functioning.

Qualifications

- Demonstrated commitment to environmental conservation, watershed protection, or related fields.
- Strong organizational, communication, and leadership skills.

- Experience in nonprofit management, community engagement, or program coordination preferred.
- Ability to work independently, manage multiple priorities, and collaborate with diverse stakeholders.
- Grant writing or fundraising experience is a plus.

Compensation & Schedule

- **\$40,000 annual stipend**
- Part-time, flexible schedule (approx. 20 hours/week)
- Remote work with local travel within the watershed region as needed

Send cover letter and resume to info@norwalkriver.org.