



Tinker's Creek Watershed Partners  
Job Description  
Deputy Executive Director

Tinker's Creek Watershed Partners (TCWP) is a non-profit, 501(c)(3) watershed organization officially established in 2006. Our mission is to protect and restore water quality and habitats of the Tinker's Creek and Brandywine Creek watersheds through community partnerships. TCWP is governed by a dedicated volunteer Board of Directors who bring a variety of expertise in the fields of stormwater management, environmental education, engineering, natural resources conservation, planning, and economic development.

**STARTING SALARY:** \$65,000 annual salary; commensurate with experience

This full-time position (40 hours per week) will support the Executive Director. This position reports to the TCWP office located in Twinsburg, Ohio.

**BENEFITS SUMMARY:**

Full-time staff generally have benefits that include health insurance, short-term disability insurance, paid holidays, mileage reimbursement, cell phone stipend, and retirement matching after one year of employment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists in developing and implementing plans and goals for the organization
- Works with Executive Director to coordinate and supervise daily operations
- Ensures compliance with regulations and internal policies
- Monitors attainment of objectives set in the strategic plan
- Assists staffing responsibilities (hiring, training, evaluating, etc.)
- Supervises staff as assigned
- Assists in budgeting and monitoring expenses and understands the financial processes for the organization
- Assists and understand organizational activities including but not limited to payroll, taxes, etc.
- Maintains scheduling of events and represent the organization when needed
- Fulfills duties as assigned by Executive Director
- Supports Executive Director in all their duties and effectively carries out assigned responsibilities
- Ensures consistent and smooth implementation of daily operational procedures
- Assists in strategic planning and analysis
- Implements new procedures or operational changes
- Fosters and maintains positive relationships with Board members, stakeholders, and partner organizations
- Maintains calendars and schedules necessary meetings, calls, etc.
- Writes and delivers progress reports to Executive Director
- Leads and completes special assigned projects

## MINIMUM REQUIREMENTS:

- Bachelors degree; masters degree preferred
- Experience with managing and writing grants
- Experience managing staff and volunteers, experience with the AmeriCorps Program is a plus
- Knowledge of relevant regulations and quality standards
- Participate in public speaking engagements
- Knowledgeable of local environmental issues and watershed management
- Understanding of laws and policies governing land use and water quality management at the local, state, and federal levels
- Excellent verbal communication and interpersonal skills
- Strong writing, research, and analytical/problem-solving skills
- Demonstrated ability to produce high-quality final products
- Proficiency in Microsoft Suite, Google Drive, ArcGIS, and utilizing social media
- Experience with Adobe Suite and WordPress preferred
- Ability to organize and coordinate various activities efficiently and with little supervision
- High degree of independence, flexibility, initiative, and commitment to the program
- Ability to deal effectively with a variety of people and work in a team environment
- Ability to pass a federal background check and drug test

## PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical requirements and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the following:

- Manual dexterity sufficient to operate telephones, computers, and other office equipment
- Physical ability to kneel, bend, and perform light lifting
- Ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus

Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards, and/or hazardous materials. Though work is normally performed in an office setting, this person must have the ability to travel throughout Ohio as required to work with partners and stakeholders. Pursuant to applicable federal and state law, any decisions regarding recruitment, employment, placement, compensation, benefits, training, transfer, promotion, and dismissal of personnel will be made without regard to race, creed, color, religion, age, sex, gender identity, marital status, citizenship, handicap, or national origin of the individual.

## HOW TO APPLY:

**Send a cover letter and resume to [harry@tinkerscreekwatershed.org](mailto:harry@tinkerscreekwatershed.org)**