



## Position Available

# EXECUTIVE ASSISTANT

POSTED: MARCH 27, 2017

The Buzzards Bay Coalition seeks an accomplished nonprofit or management professional to serve as Executive Assistant for this energetic, performance-driven and rapidly growing regional organization. The full-time position reports directly to and works closely with the President, providing support to him in the areas of nonprofit governance, major gift fundraising and administration.

This is an opportunity to join the Coalition at a critical moment as it seeks to reverse declines in the health of Buzzards Bay by dramatically increasing the capacity of the organization. In the next three years, the Coalition aims to grow its annual operating budget by 35%; increase membership from 8,000 to more than 10,000; and undertake a major capital campaign.

The Executive Assistant will operate within the inner circle of Coalition goal setting, decision-making, and performance management. The position is a hands-on job that demands an energetic, dependable candidate who possesses high attention to detail, commitment to operating with discretion, and ability to manage multiple priorities at the same time. In return, the organization offers a great working environment; the opportunity to contribute to the success of a dynamic organization and have a direct impact on the future of our regional environment; and an outstanding quality of life on the shores of Buzzards Bay – all one hour from Boston and half an hour from each Providence and Cape Cod.

### BACKGROUND

Founded in 1987, the Buzzards Bay Coalition is a nonprofit, membership organization dedicated to the restoration, protection and sustainable use and enjoyment of our irreplaceable Bay and its watershed. The Coalition works to improve the health of the Bay ecosystem for all through education, conservation, research and advocacy.

The Coalition works throughout the entire Buzzards Bay Watershed to protect the region's coastal, river and drinking water quality and the upland forests, wetlands and streams that support a healthy watershed/bay ecosystem.

[www.savebuzzardsbay.org](http://www.savebuzzardsbay.org)

We are a \$2.54 million/year organization managed by an 18-member Board, staffed by a team of 17 conservation professionals, aided by hundreds of volunteers, and supported by more than 8,400 members. The Coalition is headquartered at the award-winning Buzzards Bay Center in New Bedford's Waterfront Historic District and maintains a summer outreach office in Woods Hole. A new Field Operations Facility is soon to be built in Marion, MA.

As we have grown over the past 30 years, our effectiveness and reach have greatly expanded. What has not changed is our vision for the Bay we have committed to defend and restore.

## OUR VISION

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- A Buzzards Bay shoreline defined by safe swimming beaches, open shellfish beds and stretches of scenic open spaces for all to enjoy.
- Healthy waters that support abundant fish, shellfish and wildlife populations.
- A Bay safe from the threat of oil spills, industrial and sewer discharges and ocean dumping.
- A watershed where rivers, streams, forests and wetlands that buffer the Bay are protected.

## ACCOMPLISHMENTS

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In the past three decades, the Buzzards Bay Coalition has earned a reputation as entrepreneurial, professional and focused on winning results for our local environment. We have:

- Partnered with towns and state agencies to clean-up pollution. The results of this work can today be seen in cleaner waters and safer beaches in every bay community.
- Preserved more than 8,000 acres of watershed lands as permanent open space and established the support services needed to aid towns and land trusts in the protection of many thousands of additional acres. The Coalition is an accredited land trust and the 2007 recipient of the 1<sup>st</sup> National Land Trust Excellence Award from the Land Trust Alliance.
- Responded to the 2003 Bouchard Oil Spill which fouled 93 miles of our shoreline by organizing the volunteer response, and subsequently led the effort to provide appropriate training and equipment for local first-responders in the event of another catastrophe. Following the spill, we pushed lawmakers to help secure some of the nation's strongest oil spill prevention laws and regulations at both the state and federal level.
- Created the most comprehensive volunteer-based water quality monitoring program in New England to guide Bay protection and restoration efforts, now entering its 25 year.
- Altered the course of hundreds of development projects in the watershed by working with town officials and developers to reduce the negative impacts of new growth on the health of the bay, our rivers and wetlands.
- Through public programs, in-school activities and Learning Centers in New Bedford, Woods Hole and Acushnet, educated over 10,000 thousand residents of all ages and communities throughout the watershed about what they can do to protect the Bay.
- Gone to court when necessary and succeeded in halting the largest source of pollution to the Westport Rivers, securing development setbacks to all of the bay's tidal rivers, and the permanent banning of dredge spoil disposal on the Bay bottom.

## OUR WORK TODAY

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The Buzzards Bay Coalition's staff, programs and initiatives are organized to achieve the following Program Objectives:

### COMMUNITY ENGAGEMENT

To create both an informed public today and future generations - tomorrow's bay stewards - who will understand the Buzzards Bay ecosystem (how it works, how it is threatened, and their place in it) and support its restoration and protection.

### LAND CONSERVATION

To increase the rate of land protection and the amount of protected land in the watershed, the Coalition pursues a Bay-focused land protection strategy, empowers local land trusts and educates private landowners about conservation.

### SCIENCE AND ADVOCACY

To better understand the Buzzards Bay ecosystem and its response to human-related impacts by gathering data on the health of the Bay in order to guide restoration and protection. And to use that data to pursue the restoration and protection of the Bay ecosystem through citizen advocacy and through the regulatory and legal process at the local, state and federal levels.

## Position Description

The Executive Assistant provides support to the President in the areas of nonprofit governance, major gift fundraising, and administration. The full-time position reports directly to and works closely with the President. Tasks include, but are not limited to, support for:

### Governance (30%)

- Development of agendas, notices, materials, logistics and minutes for Board Meetings and the Annual Meeting of the Buzzards Bay Coalition.
- Support for Board governance including nominating research, orientation of new members, and ongoing Board training.
- Development and regular engagement of members of BBC's Leadership Council including all logistics and support for Council events.
- Management of Board nonprofit compliance tracking and recordkeeping including term limits, conflict of interest disclosures, etc.

### Fundraising (40%)

- Assist the President in the design, composition, editing and packaging of fundraising materials, written proposals and presentations, particularly for Capital Campaigns and special projects.
- Preparation and scheduling of President's fundraising meetings with major donors.
- Preparation of certain funding proposals, foundation progress reports, and budgets.

## Administration (30%)

- Meeting scheduling, preparation and follow-up for President.
- Research on special projects/issues, aid in the preparation of presentations.
- Management of BBC facilities in New Bedford, Marion, Woods Hole and Acushnet including leases and subleases, coordination of repairs, and beautification.
- Acquisition and management of historical, scientific and cultural books, papers, and reports related to Buzzards Bay and its watershed within the Henry Wheeler Library.
- Maintenance of all BBC organizational archives, personnel and legal records.

## Professional & Personal Qualifications

- Bachelor's Degree and minimum five years' experience in nonprofit or business management, nonprofit fundraising, paralegal or administrative support.
- Candidate must be a dependable professional, accepting responsibility for all they do. They must possess a high level of organization, attention to detail, and ability to manage multiple priorities at the same time.
- Ability to handle sensitive and confidential information and situations with utmost discretion
- Enthusiastic, positive team player with a sense of humor.
- Strong computer skills including email/internet and Microsoft Office (Word, Excel, PowerPoint) required. Experience with graphic design (ie. In-Design) and donor database software, especially Blackbaud Raisers Edge, preferred.
- Knowledge of Buzzards Bay, the southeastern Massachusetts landscape, and familiarity with local and regional issues preferred.

## Salary/Benefits

Highly competitive nonprofit salary plus excellent benefits including employer contributions towards Health Insurance and 401(k) Retirement plan and access to supplemental benefits.

## To Apply

The position is currently available. Interested applicants should respond by email with a cover letter and resume to:

Mark Rasmussen, President  
[rasmussen@savebuzzardsbay.org](mailto:rasmussen@savebuzzardsbay.org)