



**Muskegon River Watershed Assembly**  
1009 Campus Drive JOH303  
Big Rapids, MI 49307-2280

## Position Opening

**Organization: Muskegon River Watershed Assembly**

**Position: Executive Director**

The Muskegon River Watershed Assembly (MRWA) seeks a full-time Executive Director to lead the organization and oversee its operations, direct fund development and grant-seeking opportunities, supervise program and administrative staff, recruit members and support the Board in membership recruitment, engage with volunteer Board of Directors, and actively seek opportunities for partnerships with various constituencies.

**Background:** MRWA is a 22-year-old Michigan non-profit, non-governmental agency with the mission of “preserving, protecting and restoring the Muskegon River.” It funds its work through state and federal grants, private foundation grants, membership fees and contributions from individual and corporate donors. Further information can be found at [www.mrwa.org](http://www.mrwa.org).

MRWA offices are on the campus of Ferris State University and, while remote management is possible, at least two days each week in the office are expected. Further, the Muskegon River, the second longest river in Michigan, spans 219 miles from its source to its mouth in Muskegon Lake and travel within the watershed to work with various partners, donors, and constituents is required.

### Qualifications:

- Four-year undergraduate degree; or two year degree with requisite professional experience
- Non-profit experience
- Competency and experience in fund development and donor relations
- Experience in budgeting and budget management
- Excellent written and verbal communications skills

MRWA seeks a “go-getter” with environmental passions who shares a vision with the Board for growing the organization, that it might more fully serve its mission.

Salary and benefits are negotiable in keeping with a non-profit organization of this size.

MRWA is an equal opportunity employer.

**Applications will only be accepted electronically. Please send cover letter, resume and 3 references to MRWA Board member Jonathan Wilson at: [jonathan.wilson@dteenergy.com](mailto:jonathan.wilson@dteenergy.com)**

**Applications must be received by December 21, 2020.**