



PUGET SOUNDKEEPER® ALLIANCE

protecting and preserving Puget Sound

Puget Soundkeeper/Executive Director

Job Description

Mission of the Puget Soundkeeper Alliance

The mission of the Puget Soundkeeper Alliance (PSA) is to protect and preserve Puget Sound by tracking down and stopping the discharge of toxic pollutants. PSA actively monitors Puget Sound water quality by boat; enforces the Clean Water Act; engages with stakeholders and regulators; and implements solution-oriented partnerships with the business community, residents and boaters. PSA is a recognized leader in stormwater pollution regulation, Clean Water Act enforcement and pollution prevention programs like EnviroStars and Clean Marina. PSA is a founding member of the international Waterkeeper Alliance.

PSA seeks a proven leader with demonstrated management skills to continue and enhance these successful programs, through strategic planning, capacity building, outreach and communications, and development.

The health of Puget Sound

The marine life in Puget Sound is the ultimate indicator of the health of the Sound. According to the Puget Sound Action Team's "State of the Sound 2007," the health of Puget Sound species is "troubling." Forty-three species including orcas, salmon, groundfish, pinto abalone and marine birds are either at risk or threatened or endangered with extinction. The reasons for the decline include untreated stormwater runoff, ongoing toxic contamination from wastewater, historic contamination of sediments, nutrients and pathogens from human and animal waste, and habitat fragmentation and destruction. Stormwater is identified as the leading contributor to water pollution in urban waterways, eclipsing industrial wastewater and sewage treatment plant pollution.



Recognized leadership

PSA made stormwater regulation its priority in 2000 and has become the recognized expert in stormwater regulation, Clean Water Act enforcement and treatment technology testing for almost a decade. PSA is often the only spokesperson for clean water at stakeholder meetings and negotiations. Through PSA's appeals of the Industrial and Construction General Stormwater Permits over 1,200 industrial and 3,000 construction sites were required for the first time to comply with narrative water quality standards, to sample and report stormwater discharges, to implement adaptive management when samples exceed benchmarks or action levels and to use treatment technology prior to receiving a mixing zone. In addition, the Pollution Control Hearings Board (PCHB) ruled that copper discharges must be reduced to protect water quality and salmon. PSA's appeal of the Boatyard Stormwater General Permit resulted in the PCHB remanding the permit to require Ecology to "recalculate and lower the benchmarks for copper" and eliminate dilution zones. Finally, PSA's appeals of the Phase I and Phase II Municipal Stormwater General Permits resulted in the PCHB remanding the permit to Ecology to require the use of low impact development to protect water quality. In addition, PSA has sued egregious individual polluters with 100% success rate and brought non-permitted facilities within the permit system. PSA's aggressive industrial stormwater enforcement campaign has also generated over \$1.2 million that goes to fund, third party, supplemental environmental projects.

In addition to PSA's legal enforcement program, PSA has sat on many stakeholder groups and created productive partnerships such as a Boatyard Stormwater Treatment Technology Pilot Project and cost analysis that analyzed the effectiveness and cost of different treatment technologies.

Side by side with our aggressive legal campaign, PSA's Pollution Prevention efforts have worked with those who want to voluntarily reduce pollution through EnviroStars and the Clean Marina Program. PSA has educated thousands of boaters and publishes a clean boating guide to Puget Sound.

Key Responsibilities of Puget Soundkeeper/Executive Director

Leadership

This challenging position requires excellent leadership and non-profit management skills, as well as a passion for protecting Puget Sound, a commitment to an aggressive enforcement and regulation program, and knowledge of environmental policy issues. The Puget Soundkeeper must be a strategic thinker with a track record of successful strategic planning and implementation. The Puget Soundkeeper is responsible for the overall strategic development, management and implementation of the Pollution Prevention and Stormwater Regulation and Clean Water Act enforcement programs, including litigation and legislative strategy.

Program oversight and management

The Puget Soundkeeper/Executive Director is responsible for overseeing the implementation of all PSA programs. The Puget Soundkeeper supervises the Enforcement and Policy Director, Pollution Prevention Director, Development Director, Office Administrator, contractors and attorneys. Although not responsible for the day-to-day operation of programs, the Puget Soundkeeper strategically manages permit appeals, enforcement cases, legislation, stakeholder group participation, and pollution prevention activities and steps in where necessary in key, high-level negotiations.

The ideal candidate will bring to the table excellent strategic planning, capacity building, outreach and communications skills as well as background in non-profit management, human resources and development. The Puget Soundkeeper must be able to work effectively with an active volunteer Board of Directors.

Communication, outreach and public relations

The Puget Soundkeeper is the key spokesperson for the organization and directs PSA's outreach, communications and public relations activities. Key to accomplishing PSA's goals are:

- Increasing public visibility of the organization through public speaking, writing articles pitching editorial boards, expanding media relations and new media tools and strategies
- Insuring PSA's message is consistent through press releases, interviews, newsletter, web page, outreach booths, special events and other opportunities
- Representing PSA at selected meetings, hearings, speaking engagements, and outreach opportunities
- Contributing to the Sounder (newsletter) and web site as needed



Fund development

The Puget Soundkeeper oversees the development and implementation of the annual fundraising plan and supervises the activities of the Development Director. In addition, the Puget Soundkeeper works with the Board and Development Director to identify, cultivate and maintain relationships with foundations, major donors and sponsors. The Puget Soundkeeper is responsible for developing and overseeing the implementation of the grant writing by Pollution Prevention Director, Development Director and Enforcement and Policy Director. These subordinates have direct responsibility for grant-writing, reporting schedule and assignments for foundations, corporate and government contracts. The entire staff works to assure the success of two public fundraising events a year.

Fiscal management

The Puget Soundkeeper is responsible for the long term financial health of PSA, including meeting the Board approved annual budget. The Puget Soundkeeper develops, funds and implements a \$500,000+ annual budget in coordination with staff and with Board approval and oversight. The Puget Soundkeeper reviews balance sheets, profit and loss statements and cash flow statements and develops monthly key metrics for review by the Treasurer and Board of Directors. In addition, to supervising the contract bookkeeper, the Puget Soundkeeper is responsible for assuring that PSA is in compliance with accounting practices recommended by the annual audit.

The Soundkeeper must:

- Perform staff functions for Audit, Finance, Governance, as well as Board of Directors and Advisory Committees
- Prepare and implement annual budget
- Review and approve all expenses
- Review and approve General Liability, Property and Directors and Officers Insurance
- Review Health Insurance coverage and make recommendations to Board
- Maintain Soundkeeper vessel lease and insurance as well as office lease
- Manage contracts with bookkeeper, CPA, attorneys, consultants and others

Human resources management

The Puget Soundkeeper hires, supervises and supports six staff and directly supervises the Pollution Prevention Director, Development Director, Enforcement and Policy Director, and Office Administrator. The two additional positions include an Administrative Assistant and Outreach Program Assistant. The Puget Soundkeeper works with the staff to include them in key decision making processes and recommendations to the Board of Directors. The Puget Soundkeeper maintains a productive, quiet and respectful work environment and is responsible for insuring that human resource management reflects the values of the organization and is legally compliant, which includes the following duties:

- Supervise six staff
- Manages regularly scheduled staff meetings
- Hire and evaluate employees
- Negotiate raises
- Approve vacation and schedules
- Update personnel manual as appropriate

On the water patrols

One of the distinguishing activities of PSA is its patrol of the water to observe, document and report water pollution first hand. These boat trips also provide great opportunities for volunteers, fundraising with major donors, and media education. It is also a



Waterkeeper license requirement and involves the following:

- Supervise weekly patrols generally conducted by a part-time staffer.
- Insure that kayak and vessel patrols adhere to all Coast Guard safety recommendations including use of lifejackets, spill reporting, and required safety equipment
- Use only green boating practices
- Participate personally in patrols on a monthly basis to maintain understanding of emerging issues and visually monitor compliance of companies under consent decrees.

Waterkeeper Alliance relations and quality standards

In order to remain a licensed Waterkeeper Alliance organization, PSA's Puget Soundkeeper must patrol Puget Sound by boat, enforce the Clean Water Act and adhere to the 12 Waterkeeper Quality Standards. PSA's patrol area is defined as the Puget Sound Basin and includes all waters draining into Puget Sound, Admiralty Inlet, the Straits of Juan de Fuca, Camano Island to Point Roberts and the San Juan Islands. PSA is responsible for advising the Waterkeeper Alliance about whether any new Waterkeeper programs can be created in the Puget Sound Basin. In addition, PSA holds the sub-license agreement for RE Sources for Sustainable Communities' North Sound Baykeeper program. Duties involved in this area are:

- Manage North Sound Baykeeper contract and maintain positive and active relationship with RE Sources and North Sound Baykeeper
- Support Baykeeper funding by foundations
- Attend Waterkeeper Alliance annual conference
- Review and comment on new Waterkeeper proposals for Puget Sound Basin

Location: Seattle, Washington

Compensation: Competitive with benefits, based on experience.

Deadline: The position will remain open until filled.

Application

Please mail a cover letter, resume, a 1-2 page writing sample and list of 3 references to:

Executive Search
Puget Soundkeeper Alliance
5309 Shilshole Ave NW, Suite 215
Seattle, WA 98107

Please email the same information to: margy@pugetsoundkeeper.org

Please no calls or additional emails.

