

DAN RIVER BASIN ASSOCIATION

Position Description

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| Position Title | Recreation and Stewardship Manager |
| Geographic Focus | Basin-wide |
| Office Location | Collinsville, Virginia, Eden, NC or Danville, VA |
| Supervisor | Executive Director, Dan River Basin Association |
| Status | Full-Time (Exempt) |

Background and Purpose

The Dan River Basin Association preserves and promotes the natural and cultural resources of the 3,300 square mile Dan River watershed through education, recreation and stewardship. DRBA envisions a region where all residents and visitors enjoy a high quality of life and access to healthy waterways, natural areas, and heritage sites. DRBA works to strengthen a bi-state network of partners that contribute to a strong and vibrant regional economy. All of DRBA's programs and services are designed to promote healthy lifestyles, increase economic development opportunities and protect land and water in the Dan River watershed.

Position Summary

The Recreation and Stewardship Manager develops and manages recreation projects such as the design and construction of river access points, trails and parks and stewardship programs such as clean-ups, water quality monitoring and master planning throughout the Dan River Basin. The Recreation and Stewardship Manager works with DRBA staff, economic development and local government officials, consultants, stakeholder groups, volunteers and the public. This position has the potential to include a broad range of responsibilities and large sphere of influence to make a tangible impact across the region.

Duties

- Identify, develop, assess:
 - DRBA's existing and planned projects related to outdoor recreation and water stewardship
 - Gaps and challenges related to preservation and recreation projects
 - The priority needs, based on local and regional recreational, economic, and social impacts and recommend DRBA participation
- Manage and actively participate in state, regional, and local jurisdictional planning initiatives
- Lead budget preparation, planning, and program evaluation for DRBA's recreation and stewardship programs and activities
- Develop and sustain positive working relationships with stakeholder groups, including economic development and tourism organizations
- Manage the planning, development and implementation of outdoor recreation assets
- Manage the planning, development and implementation of stewardship programs and events
- Manage budgets for multiple projects, programs and events
- Participate in resource development and grant proposal funding initiatives including the fostering of a local donor base
- Represent DRBA at public meetings

- Recruit, train and supervise staff; oversee contractors
- Collaborate and coordinate with other staff as needed on projects across the region
- Track and report on multiple projects and oversee related administrative duties

Qualifications

- Graduation from an accredited college or university with a major or certification in environmental science, ecology, natural resources or any equivalent combination of education and experience providing knowledge, abilities, and skills required for the position duties
- Personnel and/or volunteer management experience
- Knowledge of outdoor recreation and conservation best practices and the role that conservation and recreation plays in economic development
- Flexibility and ability to coordinate and report on multiple projects
- Demonstrated budgeting and project planning experience
- Interest in and enjoyment of outdoor river and trail recreation (hiking, cycling, paddling); familiarity with related facilities development and user issues
- Exceptional interpersonal, public speaking, writing and presentation skills
- Demonstrated leadership skills, positive attitude and successful experience in working with people of all demographic groups
- High energy and resourceful self-starter with ability to work independently
- Demonstrated team player, with commitment to the mission and values of the Dan River Basin Association
- Experience in Microsoft Office and related programs; desktop publishing programs a plus
- Valid driver's license, ability to travel and work evenings and weekends as needed
- Physical demands include ability to lift and move objects of moderate weight and to participate in field research, which may include hiking and paddling canoes or kayaks in inaccessible areas

Salary and Benefits

- Salary commensurate with experience
- Benefits include stipend for health insurance, 20 personal days, 13 holidays, flexible schedule