



Salem Sound Coastwatch Seeks Next Executive Director Salem, Massachusetts

About Salem Sound Coastwatch

Salem Sound Coastwatch (SSCW) is a nonprofit environmental organization committed to coastal resiliency, field research, and watershed education across the North Shore of Massachusetts. Since 1990, we have collaborated with residents and municipalities in Beverly, Danvers, Manchester-by-the-Sea, Marblehead, Peabody, Salem, and surrounding communities to protect and improve the environmental quality of Massachusetts Bay, Salem Sound, and the watershed.

Our work encompasses four core areas:

- **Field Research & Studies:** Monitoring water quality, coastal habitats, and marine invasive species
- **Environmental Education:** Building environmental literacy through place-based teaching and learning
- **Municipal Guidance:** Partnering with local towns and cities to protect environmental quality, especially on coastal resilience projects
- **Community Engagement:** Mobilizing volunteers for data collection and environmental stewardship

Through science-based advocacy, hands-on education programs, and collaborative partnerships, SSCW protects and restores coastal wildlife habitat while building a community of informed environmental stewards. To learn more about Salem Sound Coastwatch, visit our website at www.salemsound.org.

Position Overview

Salem Sound Coastwatch seeks a self-directed, goal-oriented, strategically minded Executive Director (ED) to lead our organization into its next chapter. You will be joining at a key moment in SSCW's history as we build on decades of conservation success and expand our impact across the North Shore. As the leader of our dedicated staff team, the ED is responsible for overall organizational management, staff development, and implementing strategic initiatives that drive science-based watershed conservation, restoration, education, advocacy, and stewardship programs.

The Executive Director will work closely with a committed Board of Directors, skilled staff, and an extensive network of volunteers, municipal partners, and community stakeholders. This position requires a strategic leader who can advance SSCW's mission through strong organizational management, effective fundraising, community engagement, and thoughtful stewardship of our environmental programs while maintaining financial sustainability and programmatic excellence.

Key Responsibilities

Leadership

- Drive effective implementation of science-driven watershed conservation, restoration, education, advocacy, and community engagement programs to improve coastal and marine environments for people and wildlife.

- Provide visionary leadership and strategic direction in collaboration with the Board of Directors.
- Lead staff in developing and implementing work plans that advance SSCW's mission and organizational goals.
- Foster a culture of excellence, collaboration, and innovation among staff and volunteers.
- Serve as the chief spokesperson and public face of the organization.
- Monitor and assess program effectiveness and organizational impact.
- Identify opportunities for program expansion and innovation that align with mission and community needs.

Development

- Work with the Development Director and relevant Board committees to establish and implement comprehensive fundraising strategies to ensure long-term financial sustainability of the organization.
- Strategize and execute SSCW's fundraising activities alongside the Development Director to foster relationships with individual donors, foundation officers, and corporate sponsors.
- Cultivate and steward deep relationships with current and prospective donors to secure major gifts.
- Oversee fundraising events, annual giving and special campaigns, and donor communications.

Management

- Direct the day-to-day management of SSCW and ensure the effective and efficient administration of all internal operations.
- Supervise staff members and evaluate their performance.
- Provide ongoing professional guidance, development, and coaching.
- Administer personnel policies; recruit, hire, and retain staff needed to advance the strategic plan.
- Oversee and guide staff as they develop projects in their program areas, including School to Sea, Field Research & Studies, Municipal Guidance, Community Engagement, Development, and Administration.
- Ensure scientific integrity and quality in research and monitoring programs.
- Undertake direct program work in special projects as appropriate (i.e. coastal resilience grants).
- Foster a positive, collaborative, and inclusive workplace culture.
- Manage employee compensation, benefits, and compliance. Ensure organizational compliance with all legal, regulatory, and contractual obligations.

Policy and Advocacy

- Proactively engage Board, staff, and partner organizations to analyze, develop, and advocate for positions on relevant legislation, legal challenges, regulations, policies, and plans at the municipal, state, regional or national level, as appropriate and in coordination with the Board.
- Present SSCW's position in comment letters, public meetings, and hearings.
- Ensure that any SSCW advocacy efforts are grounded in sound science and aligned with organizational mission.
- Build coalitions and partnerships to advance shared environmental goals.

Community Relations

- As the chief spokesperson for SSCW, represent the organization at private and public forums.
- Develop strong relationships with people and communities who represent the demographic diversity within the watershed.
- Communicate SSCW's work and successes through multiple channels.
- Ensure that SSCW maintains strong relations with and is properly represented among various constituencies, including local, state, and federal officials and agencies.

Finance and Budgeting

- Work with the Board's Treasurer, Finance Committee, and relevant staff to develop an annual budget and track the budget over the fiscal year.
- Oversee all financial operations, records, and reports, including managing relevant contractors.
- Ensure proper operational management of investments, funds, and assets; control costs responsibly.
- Authorize purchases and disbursements.
- Ensure timely completion of annual audit and tax filings, legal compliance, and annual reporting to the Board.

Grants and Contracts

- Manage all grant, contract, and vendor relationships, and relevant insurance requirements.
- Provide oversight to staff in the development of high-quality grant applications. Prepare grant proposals and reports in partnership with staff and Board as relevant.
- Execute grant and contract agreements, ensuring fulfillment of all requirements, including timely reporting to all funders.

Board Coordination

- Actively engage and work closely with the Board of Directors through email contact and Board meetings. SSCW Board meets 10 times per year, and the Executive Director is expected to attend all meetings.
- Work with the Board President to develop agendas for Board meetings.
- Support other Board committees as needed.
- Assure optimal and appropriate communication between Board and staff.
- Support Board development, recruitment, and engagement.

Program Oversight

- Oversee all programmatic activities including School to Sea, Field Research & Studies, Municipal Guidance, and Community Engagement initiatives
- Ensure scientific integrity and quality in research and monitoring programs.

Other Duties

- Perform other duties as may be assigned by the Board of Directors.

Qualifications

Education

- Degree in Environmental Science, Marine Science, Education, Environmental Management, Business Management, Communications, Law, or related field is required for consideration.
- Advanced degree in a related field is preferred. Comparable level of progressive and related work experience may be considered in lieu of degree.

Experience

- Minimum 7 years of leadership experience in nonprofit management, environmental organizations, or related fields.
- Significant fundraising experience with a demonstrated level of success, with particular focus on individual donors at the major gift level.
- Nonprofit management experience including budgeting, staff management, and general administration.
- Demonstrated success with grant management, individual donors, and diverse revenue streams.
- Proven ability to lead, motivate, and develop staff.

- Previous experience mobilizing volunteers.

Preferred Background, Skills, and Attributes

- Enthusiastic, positive attitude and a passion for serving the community and building and enhancing relationships across that community.
- Strong understanding and appreciation of local and state government policies, practices, and procedures.
- Thorough understanding of basic ecological and watershed principles, particularly coastal ecosystems and marine environments. Knowledge of Massachusetts North Shore communities and environmental issues.
- Experience leading coastal resilience projects.
- Strong communication skills and public speaking experience.
- Demonstrated record of collaboration and coalition building.
- Significant experience and strong commitment to work with, leverage, mentor, and inspire staff, partners, volunteers, and donors.
- Experience in environmental education or ocean literacy programs.
- Track record of successful grant writing for environmental organizations.
- Experience with volunteer management and citizen science programs.
- Background in strategic planning and organizational development.
- Strong financial management skills including budget development and oversight.
- Knowledge of nonprofit governance, compliance, and best practices.
- Commitment to diversity, equity, and inclusion in organizational culture and programming.
- Comfort using standard office-place technologies; a working knowledge of specific computer programs such as Microsoft Office 365.

Compensation & Benefits

Salary: \$90,000 - \$110,000 commensurate with experience.

Benefits: Generous paid time off, and professional development opportunities.

Schedule: This is a full-time position with flexible scheduling that requires some evening and occasional weekend work. While this is not a remote work position, some remote work may be acceptable. The Executive Director is expected to be on-site frequently, with flexibility for responsibilities that require work in the field, with partners, or in the community.

To Apply

Send to Board@salemsound.org:

1. Cover letter describing your interest in the position and relevant qualifications.
2. Current resume or CV
3. Names and contact information for three professional references (references will not be contacted without prior notice)

Subject Line: Executive Director Application

Application Deadline: Applications will be reviewed on a rolling basis. Priority consideration will be given to applications received by February 20, 2026.

Anticipated Start Date: May 2026

Salem Sound Coastwatch is an equal opportunity employer committed to creating an inclusive environment for all employees. Diverse candidates are strongly encouraged to apply.