

Executive Director: Willow Waterhole Greenspace Conservancy (WWGC)

Location: Houston, TX

Salary Range: \$100,000 to 115,000

Willow Waterhole Greenspace Conservancy (WWGC) protects and manages a public greenway that reduces flood risk, supports native habitat, and serves the surrounding community. Located in Southwest Houston, the 290-acre Willow Waterhole Greenway includes lakes, wetlands, prairie, and open space for recreation, education, and connection. It plays an important role in managing stormwater, restoring natural systems, and providing nearby neighborhoods with access to nature.

WWGC is entering a pivotal stage. The Greenway is gaining recognition as a valued public asset in Houston, with growing interest from partners, funders, and community members. The organization now needs dedicated leadership to coordinate efforts, deepen partnerships, and secure the resources needed for long-term impact. The Executive Director will guide this work by building fundraising capacity, advancing strategic planning, and helping WWGC grow into a sustainable, high-functioning organization that delivers lasting value to the land and the people it serves.

Key Responsibilities

- Develop and lead fundraising efforts to secure grants, build donor relationships, and attract foundation and corporate support.
- Guide planning and organizational development to ensure WWGC becomes a sustainable, high-performing nonprofit delivering measurable impact.
- Represent WWGC as a public-facing leader who builds trust, inspires engagement, and serves as a collaborative voice for the organization.
- Lead community engagement by building trust with residents, schools, and local partners and expanding participation in volunteer and outreach programs.
- Oversee operations and partnerships with City, County, and other stakeholders to maintain and improve the Greenway's infrastructure and usability.
- Manage Park maintenance efforts by coordinating with staff, contractors, and volunteers to ensure the Greenway is clean, functional, and well-cared for.
- Support safety and accessibility initiatives to ensure visitors experience a safe, inclusive, and welcoming greenspace.
- Oversee volunteer programs that create meaningful, well-supported experiences for individuals, families, and local organizations.
- Enhance WWGC's communications and digital presence, including website, social media, and email updates, to increase visibility and support.
- Manage annual budgets and revenue goals, monitor financial performance, and ensure resources are aligned with organizational priorities.
- Ensure timely, accurate tracking and reporting of fundraising progress to internal and external stakeholders.
- Report to and collaborate with the Board to align on strategy, prioritize execution, share progress updates, and attend monthly meetings to advance the organization's goals.

Qualifications

- Demonstrated experience leading nonprofit or mission-driven organizations with accountability for staff, budgets, and measurable outcomes
- Proven ability to design, implement, and grow fundraising strategies across grants, sponsorships, individual giving, and community-based campaigns.
- Strong communication and relationship-building skills, with the ability to engage a wide range of stakeholders including volunteers, public agencies, foundations, and community partners.
- Experience leading programs and coordinating community-based activities, including outreach, education, or public events.
- Proficient in Microsoft Office (Word, Excel, PowerPoint), social media tools, and online communications.
- Highly organized and able to prioritize in a dynamic environment with evolving needs and deadlines.
- Strong presentation skills and comfort speaking to both large groups and individual donors.
- Bachelor's degree preferred; 7+ years of relevant nonprofit or leadership experience preferred

Characteristics

- Mission-driven with a strong commitment to conservation, greenspace, and community access
- Strategic thinker who can execute day-to-day operations with focus and discipline
- Self-starter who takes initiative, builds from the ground up, and follows through
- Leads with clarity, motivates others, and builds alignment around shared goals
- Collaborative and approachable, with strong listening skills and high integrity

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this role, the employee is occasionally required to stand, walk, sit, use hands to handle or feel objects, reach with arms, climb or balance, and occasionally stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required include close and distance vision. The employee must be able to safely operate off-road utility vehicles within the Greenway property.

Work Environment

This position requires flexibility across varied work settings, including office space, equipment storage areas, trails, and park grounds. Work will involve outdoor conditions such as heat, cold, humidity, or rain, and varying noise levels. The role includes regular interaction with volunteers, staff, contractors, board members, and the general public, and requires comfort working independently and under the direction of the Board.

To perform this job successfully, an individual must be able to carry out each essential duty satisfactorily. This job description is not designed to cover or contain a complete list of all activities, duties, or responsibilities. The Board of Directors may adjust responsibilities or expectations at any time, with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A valid driver's license and reliable transportation are required for travel to meetings or events.

PLEASE SUBMIT RESUME AND REFERENCES TO: EDSEARCH@WILLOWWATERHOLE.ORG