

Job Description

Executive Director

Maine Water Utilities Association (Association)

Position Reports to: Board of Directors (Board)

Positions Reporting to this Position: Executive Assistant and/or administrative staff as necessary

Federal Labor Standards Act Status: Exempt

Job Description Revision Date: December 2023

Purpose: Under the general direction of the Board, and consistent with policies adopted by the Board, the Executive Director is responsible for leadership and management of all aspects of the organization. This position plans, organizes, directs, motivates, and coordinates staff and committee volunteers to fulfill the mission and objectives of the Association. Maintaining effective internal and external relationships is a critical function of this position requiring exceptional verbal and written communication skills.

Duties and Responsibilities:

- Collaborates with the Board to determine objectives and policies for the Association. Implements short- and long-term plans. Responsible for the day-to-day operation of the office and management of office staff.
- Supports the Board in their role to represent the membership of the Association.
- Works with the Board to ensure that all funds, physical assets, and other property of the Association are appropriately administered. Prepares the annual budget for Board and membership approval. Manages Association expenditures to stay within the approved budget.
- Manage Association revenue streams to ensure adequate revenues.
- Provides monthly financial reports to the Board.
- Serve as an effective spokesperson for the water industry.
- Communicates activities and information to the membership through various means; including but not limited to email, website, newsletters, social media, and in-person and remote meetings.
- Works with committee chairs/co-chairs to coordinate membership activities and the implement the plans and policies of the Association.
- Oversees the planning, coordination, and management of the annual conference, along with all other membership meetings of the Association.

- Coordinates with the Training and Program Committee, and other committees, to develop and organize training courses for water works operators and other water professionals. Works with Maine CDC Drinking Water Program to secure funding to offset training costs. Partners with other organizations to deliver training when appropriate.
- Serves as registered lobbyist of the Association and works with the Legislative and Regulatory Affairs Committee, and the Association's contract lobbyist, in representing and advocating for the interests of the water profession.
- Acts as liaison with state and federal agencies on regional and national matters pertaining to the water profession.
- Collaborates and maintains effective relations with other organizations on matters of common interest including Maine Water Environment Association, Maine Rural Water Association, RCAP Solutions, Joint Environmental Training and Coordinating Committee, and related New England area associations.
- Works with committees, Board members, and others in developing communications and press releases to advance the interests of the water profession. Ensures consistency of message in communications.
- Establish and maintain operational procedures for training and consistency.
- Performs typical duties of an executive director, including interviewing, hiring, scheduling, training, supervising, and evaluating assigned employees, resolving employee issues, and ensuring compliance with all employment rules and regulations.
- Informs the Board of the need to utilize outside services, responsibilities including but not limited to: bidding and selection of services/materials/equipment, creating and managing contracts/agreements, financial management of services performed for the agreed upon price and financial reporting to the board.
- Other duties as assigned.

General Expectations

- Be committed to and act consistent with the Association's mission and core values.
- Provide the highest level of customer service possible.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate in an open, respectful, and honest manner with everyone, inside and outside the organization.
- Communicate proactively with the Board regarding issues facing the Association including areas of finance, operations, relationships, etc.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors.
- Be neat and maintain personal appearance and hygiene as appropriate to the position.

- Adhere strictly to confidentiality of customer, co-worker, and internal business information.

Physical Requirements:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak or listen, stand, and walk. Prolonged periods of sitting and using computer keyboard and mouse. Must be able to lift and carry up to 25 pounds on an occasional basis.

Qualifications:

- A Bachelor's Degree related to public water supply and management, engineering, life sciences, business management, communications, or similar fields is required.
- Minimum of five years of experience in a managerial position with proven experience in personnel supervision, organizational leadership, and financial management is required.
- Experience lobbying, providing testimony, and/or in other ways participating in the State of Maine legislative process is desirable.
- Proven exceptional verbal and written communication skills, including the ability to effectively build consensus, positively influence others toward a common goal, and share information with a wide range of people. Experience communicating with legislative and regulatory bodies is strongly desired.
- Ability to facilitate the achievement of goals by promoting a clear sense of purpose and arousing a strong desire to succeed among volunteers.
- Demonstrate effective negotiation skills.
- Proven ability to manage multiple tasks, meet deadlines, and effectively handle multiple and changing priorities.
- Ability to learn and effectively communicate technical information to policy makers, the public, and the media.
- Possess and maintain a valid driver's license.

Work Environment:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is based in Augusta, Maine. Regular travel to locations within the State, as needed. Occasional out of State travel. Overnight stays, as needed. Occasional evening and weekend work. Work time is split between office and traveling to various training and meeting locations. Some remote work is acceptable based upon operational needs and tenure in the position.