



ACWA EXECUTIVE DIRECTOR JOB DESCRIPTION SUMMARY

The Oregon Association of Clean Water Agencies (ACWA) is looking for its next Executive Director to provide exceptional leadership and administration of the association. The ACWA Executive Director works closely with a 23-member professional volunteer board of directors and 10 committees to carry out the activities of Oregon's not-for-profit organization representing wastewater treatment and stormwater management agencies dedicated to protecting and enhancing Oregon's water quality. ACWA seeks a qualified professional to provide Executive Director services through an independent contractor services agreement or through a contract with a third-party human resources agency. The Executive Director will hire and manage a part-time ACWA Office Coordinator and additional contracted professional services as needed. Depending on the range of services offered by the proposing candidate, members of their firm or team may be part of a proposal to provide the range of administration, technical, and policy related services required.

ACWA, a 501c(6) trade association, leads the way for Oregon local governments in protecting and enhancing the water environment through member advocacy and support in the development and implementation of statewide water quality policies, regulations, and permitting programs. ACWA's 100+ member agencies provide water quality services to over three million Oregonians, serving over 75% of Oregon's homes and businesses. ACWA assists its members in applying sustainable natural resource stewardship approaches to meet water quality performance standards and works with regulators to facilitate compliance strategies that are science-based, practical, affordable, and sustainable, and that provide multi-objective water quality benefits for communities and the environment. ACWA provides education and outreach for members and promotes collaborative approaches to water resources management.

In addition to running the day-to-day operation of the ACWA organization, the ACWA Executive Director is the face and the voice of the organization, responsible for maintaining productive relationships and communications with the Oregon DEQ and other state agencies, the Governor's Office and Legislative Assembly, and numerous other partners and stakeholders, on behalf of the membership. In this capacity, the Executive Director tracks and works with ACWA committees and work groups to tackle emerging water quality challenges, opportunities, and prospective regulations, and provides the primary interface with DEQ and other state agency staff.

The Executive Director may also manage special projects, with assistance from hired consultants and ACWA volunteer work groups, and may plan and manage workshops and conferences. There are various options for providing office coordinator, event management, and special projects management that range from the Executive Director taking on some or all of those tasks

to outsourcing them. The ACWA board will work with the successful candidate to identify a model that complements their skills, resources, and interests.

KEY RESPONSIBILITIES AND REQUIREMENTS

The Executive Director works autonomously but coordinates closely with the Board Chair and Executive Committee to effectively engage the Board of Directors in decision making. Through a base services agreement, the Executive Director provides approximately 110 hours of service to ACWA per month (about the equivalent of 30 hours/week). In addition to the ED services, there may also be separate contracts for special projects or event management services that can be performed by the Executive Director or can be contracted to other qualified firms or individuals. The Executive Director will still be required to provide oversight of contractors hired to assist with events or special projects as an agent of the board.

Separately from the budget for the Executive Director, ACWA budgets for a part-time Office Coordinator that the Executive Director hires or contracts for services. Budget assumes 20 hours/week for the part-time Office Coordinator, with the ED being responsible for their performance and work quality.

Office space is not provided for the Executive Director or Office Coordinator. If home office space is not available, ACWA has budget available for office space, and also budgets for office supplies and computer equipment. Remote work is strongly encouraged in a locale that is accessible to locations the ED will be expected to travel, which may include any ACWA member, but will primarily require travel to DEQ offices in Salem and Portland.

The candidate must carry comprehensive general liability insurance, must have a valid driver's license, and must have the ability to travel around the state for in-person meetings and events. The Executive Director must provide a mailing address and internet service access for ACWA.

Key Executive Director Responsibilities

- Manages Board meetings and strategic planning sessions
- Supports ACWA committees and coordinates work groups
- Develops all-member communications/news bulletins, content for the website, and outreach communications, updates members on important technical and regulatory issues
- Facilitates stability of ACWA with a focus on member interests; develops and maintains consensus positions and a robust and diverse membership base
- Promotes inclusion and involvement in ACWA activities among ACWA members, and supports development of technical and policy expertise among ACWA volunteers; facilitates member networking and peer support
- Develops and administers budgets, financial plans, and member dues schedules in coordination with the Secretary/Treasurer. The ACWA annual budget is approximately \$500,000.
- Secures grants and other sources of special project funding
- Maintains ACWA office equipment, files and supplies

- Is accessible to members; responds to member inquiries and needs for support from ACWA members
- Conducts ACWA business functions in alignment with ACWA policies and standard non-profit business practices
- Secures and manages contractual professional services for website and IT support, CPA support, special projects, event planning, and other technical assistance as needed
- Hires/contracts for and supervises supporting staff/consultants
- Plans and manages special projects with assistance from consultants and ACWA members; coordinates events such as workshops and conferences, potentially with hired event planners
- Develops and maintains positive working relationships with state and federal regulators, other government agencies, councils, and commissions; public interest groups; and other stakeholder groups
- Collaborates with local government and partner organizations
- Facilitates ACWA's evaluation and negotiation of changes to water quality permitting policies, guidance, and processes and engages with DEQ to resolve errors, conflicts, and disputes
- Leads and/or coordinates meetings between DEQ and ACWA members, as needed. Examples include the Permit Strategies team and the Permit Implementation team, designed to discuss regulatory issues that impact ACWA membership, collaborate on solutions, and resolve conflict
- Participates in state rulemaking and legislative processes
- Conducts research on issues of importance to ACWA members and committees
- Develops and presents forward-thinking strategic policy and project initiatives to the ACWA Board
- Responsible for providing office management services with a part-time Office Coordinator. Office Coordinator duties generally include:
 - Member communications and support (maintaining committee and work group email distribution lists, member database information, MailChimp campaigns, job postings, etc.)
 - Website updates and coordination with the contracted ACWA web designer
 - Accounting/bookkeeping, accounts payable/receivable, coordination with the contracted ACWA accountant, and generation of monthly financial reports and bill paying (together with the ACWA Treasurer) Committee communications and document management
 - Committee communications and document management
 - Assists with special event planning and implementation
 - Archives ACWA documents and communications
 - General office administration support duties

IDEAL CANDIDATE PROFILE

The ideal ACWA Executive Director has significant experience working in the water quality sector, ideally in Oregon, and a passion for supporting local governments in achieving clean

water objectives. The successful Executive Director is an adept and effective communicator, comfortable in tackling tough conversations and public presentations with regulators, legislators, and a diverse range of stakeholders, while maintaining strong long-term working relationships. The ideal Executive Director has a desire and the creativity to seek collaborative solutions to tough regulatory challenges balanced with solid strategic approaches to negotiation and advocacy on behalf of member interests and needs. Ideally, the ACWA Executive Director will already have established working relationships with leaders in the water quality sector in Oregon, and networks with leaders outside of Oregon, or at a minimum be someone with a proven record of relationship building.

To keep ACWA running smoothly and working to achieve its vision and mission, the ideal Executive Director is an energetic and independent leader and administrator that maintains a big picture strategic focus while managing many day-to-day organizational details. The Executive Director should thrive in an environment that requires regular critical and strategic thinking to effectively solve problems. The Executive Director must be a good listener who embraces Board participation and oversight and harnesses the strengths and energy of the many volunteer professionals that support ACWA in achieving its goals. The ideal Executive Director has a strong penchant for inviting diverse member perspectives, incorporating diverse needs and interests, and working hard to build consensus.

Required Knowledge, Skills & Abilities

- Strong written and oral communications and public speaking skills
- General knowledge of wastewater treatment and stormwater management processes and practices
- Knowledge of state and local government practices (e.g., budgeting, public records law, public meetings law, etc.)
- Ability to manage numerous projects and deadlines simultaneously
- Strong meeting management and facilitation skills
- Critical and strategic thinking and planning skills
- Ability to build positive and effective relations with regulatory agencies, public interest groups, and other stakeholders
- Ability to manage a volunteer-based organization to achieve objectives and complete deliverables
- Ability to broaden participation in the water quality arena to expand diversity, equity, and inclusion

Preferred Experience and Education

- A career in water resources/water quality management
- Municipal or special district water quality-related experience
- Knowledge of water quality issues and challenges unique to Oregon and the ways in which public water quality management agencies address them
- Knowledge of water quality regulations at the federal, state and local levels, and the standards/permitting requirements that implement them

- Specific knowledge of Oregon governance and the state agencies involved in achieving state water quality management objectives
- Public sector or nonprofit management and administration experience
- Experience serving on and/or reporting to public boards, commissions, or councils
- Experience working with water quality-related groups similar to ACWA
- Established relationships with water quality regulatory officials in Oregon
- Experience supervising staff and managing contractors
- Experience with fiscal oversight, budget management and financial planning
- Project management experience
- Event planning and management experience or experience managing an outside provider of these services

A bachelor's degree in water resources management, environmental studies/sciences, engineering, public administration, planning, political science, or related field, and at least seven years of experience working in the water resources or related field are required, or an equivalent combination of education and experience. An advanced degree in public administration, non-profit administration, or related field, and/or five years of increasingly responsible public sector experience related to wastewater, stormwater, or general environmental management is preferred. Experience and/or training in public finance and administration is highly desired.

COMPENSATION AND BUDGET

The anticipated annual budget for contracted Executive Director services is \$145,000 to \$160,000, which assumes 30 hours/week, and will be determined during negotiations with the successful candidate. Services are currently provided under an independent contractor services agreement, but other models can be explored. The budget is inclusive of the contractor's direct salary, expenses, and other costs. Benefits are not provided through ACWA, but the current ED contracting model provides for paid time off and vacation. While separate from the ED role and compensation, the current annual budget for the part-time Office Coordinator for basic services is around \$40,000, which assumes about 20 hours/week.

The Executive Director will have flexibility in where they perform the required services, and how they set working hours throughout the work week, Monday through Friday. Remote work is highly encouraged, although budget is available should office space need to be secured. Working location should be in a locale that is accessible to locations the ED will be expected to travel. Given the statewide nature of ACWA, occasional travel is required to meet with members to build relationships and better understand their concerns. ACWA does budget for some travel, but it will require a personal vehicle and travel distances should be something the board considers reasonable. The ED most frequently spends time meeting with DEQ in Portland and Salem offices, as well as meeting with legislative members and partners with the League of Oregon Cities and the Special Districts Association of Oregon (most of these meetings are in Salem). Other travel requirements include attendance at periodic in-person board meetings (most are virtual), the annual Stormwater Summit, and the annual Summer Conference.

TO APPLY

Submit a detailed cover letter expressing interest, related experience and qualifications, and resume **by April 30, 2025** to Jerry Linder, linder@oracwa.org