

Executive Director

LOCATION

Remote - **candidate must be based in California.** Occasional in-state travel required for event and meeting attendance.

REPORTS TO

Board of Directors

DIRECT REPORTS

All staff (currently 1 FTE – Operations Assistant)

EMPLOYMENT TYPE

Full Time Exempt Position

HOURS

AWWEE's business hours are 9 a.m. to 6 p.m., Monday through Friday, with occasional evening or weekend work based on events, deadlines, and/or special projects and events.

COMPENSATION PACKAGE INCLUDES

- The starting base pay range for this position is \$90,000 - \$110,000 annually. *This range is a good faith and reasonable estimate of the salary at the time of the posting and is subject to change. The actual compensation offered will be determined by various factors, including a candidate's experience, education, training, skills, and certifications.*
- Medical benefits through Kaiser Permanente. Vision and dental insurance is not currently offered.
- Qualification for SIMPLE IRA retirement account with employer match after onboarding period.
- Unlimited PTO
- Paid holidays (10 per year plus December 24 through January 1)

The Association of Women in Water, Energy and Environment (AWWEE) is a 501(c)(3) non-profit organization that supports a diverse community of more than 4,500 members. AWWEE is seeking an Executive Director to lead the organization in advancing its mission to foster a community dedicated to the advancement of all women in the fields of water, energy, and environment. This is a pivotal leadership role responsible for setting strategic direction, ensuring financial and operational sustainability, and deepening the organization's impact. The Executive Director will cultivate strong relationships with members, partners, and the Board of Directors, while overseeing events and programs, fundraising, and day-to-day operations. This is an exciting opportunity to shape the future of a mission-driven organization committed to equity, connection, and professional growth in critical sectors.

What you will do:

See detailed description of duties attached.

As Executive Director of AWWEE, you will lead the organization with vision, integrity, and a deep commitment to equity and community. In this role, you will:

- Provide visionary leadership and serve as the public face of the organization.
- Collaborate with the Board to develop and execute the strategic plan, and related goals and initiatives.
- Oversee daily operations, staff, and volunteers.
- Manage finances, including budgeting, reporting, compliance, and fundraising.
- Lead the planning and execution of events and programs.
- Grow and engage a vibrant membership community.
- Build and maintain partnerships with members, sponsors, and like-minded organizations.
- Ensure sound governance practices and regulatory compliance in coordination with the Board.

You will love this position if you:

- Are passionate about advancing a mission that empowers women to succeed.
- Are a strategic thinker who can also execute with precision and accountability.
- Are self-driven and comfortable leading independently while engaging collaboratively with an active board of directors.
- Are highly organized and energized by a dynamic, multifaceted role.



- Are creative and resourceful in developing programs, partnerships, and innovative solutions.
- Bring a positive, can-do attitude and believe meaningful work can (and should) be fun.

Qualifications

REQUIRED

- Bachelor's degree required. Advanced degree or equivalent experience in nonprofit leadership, public administration, business, or a related field preferred.
- Minimum of 5 years of experience, including at least 2 years in a leadership, program, or operations role, preferably in a nonprofit or mission-driven setting.
- Demonstrated ability to manage multiple priorities, lead projects, and support organizational strategy.
- Experience managing direct reports.
- Strong communication skills, both written and verbal. Comfortable with public speaking, collaboration, and member engagement.
- Familiarity with budgeting, basic financial reporting, and fundraising processes.
- Technologically proficient, with experience using common office tools (e.g., Microsoft Office, Google Workspace). Comfort with membership and event management systems, basic web design (we use SquareSpace), and digital platforms such as Canva and Trello are a plus.
- Working knowledge of nonprofit operations, governance, or compliance
- Willingness to travel (including some overnight travel).
- Valid driver's license and ability to meet insurance requirements

DESIRED

- Experience working with or reporting to a nonprofit Board of Directors.
- Background or interest in water, energy, environment, or gender equity issues.
- Successful track record in fundraising.
- Familiarity with strategic planning processes and tracking performance.
- Experience supporting or managing change, growth, and staff development.
- Understanding of marketing and communications strategy, including social media and brand messaging.

OTHER

- Employees must have their own phone and reliable internet access (monthly home office reimbursement provided). A laptop will be provided, if needed.

Physical Demands of the Position

- Ability to work at a computer and participate in virtual meetings.
- Ability to travel to attend events, conferences, and meetings, which may involve long periods of standing, walking, and lifting light materials (e.g., event materials, promotional items).
- Ability to adjust to different working environments.
- Periodic evening or weekend work may be required to attend events.

Diversity Makes Us Better

AWWEE members represent a diverse group of industries, professional and cultural backgrounds, and a broad range of experiences and perspectives. Our community is richer because of our differences, and we believe all the things that make you unique will make our team richer, too.

We do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state, or local protected class.



How to Apply

Save your resume as a PDF document with your first and last name and position title as the file name (example: Jane Smith-Executive Director.pdf).

Submit your resume as an email attachment and any questions to jobs@awwee.org with the subject **Executive Director**.

In the body of the email, provide a cover letter addressed to the Board President that demonstrates your understanding of AWWEE's mission and community, and how you envision contributing to its continued growth and success. Please include why you are interested in leading AWWEE, what makes you uniquely qualified to serve as AWWEE's next Executive Director, and a reflection on an AWWEE event or program from the past six months that most resonates with you.

We may request references and/or writing/work samples after an initial screening process.

An automated reply email will serve as confirmation that your application has been received.

DEADLINE

Applications must be received by 5 p.m. PDT on July 18, 2025 to be considered.

DESCRIPTION OF DUTIES

Executive Director

Other job duties may be assigned as required.

The Executive Director serves as the primary staff leader and is responsible for managing day-to-day operations, supporting strategic initiatives, and working closely with the Board of Directors to advance the organization's mission.

Leadership & Strategy

- Represent the organization, championing its mission, values, and strategic vision with all audiences.
- Collaborate with the Board of Directors to develop and execute the strategic plan.
- Lead the development and implementation of organizational goals and objectives in alignment with the strategic plan.
- Provide regular, transparent updates to the Board on organizational performance, risks, and opportunities.

Governance & Organizational Management

- Oversee daily operations to ensure effective delivery of programs and services.
- Recruit, supervise, and support staff, volunteers, and contractors.
- Develop and maintain policies and procedures that ensure operational efficiency and stability.
- Maintain organizational records and ensure compliance with applicable federal and state regulations (e.g., tax filings, charitable registrations).
- Coordinate and support Board governance, including scheduling meetings of the Board of Directors and committees, preparing agendas in collaboration with the Board Chair, compiling materials, and recording minutes in collaboration with the Board Secretary.
- Meet regularly with the Board President and the Executive Committee to keep both apprised of operational activities.

Financial Management

- Work with the Treasurer and Finance Committee to develop and manage the annual budget, monitor expenses, and ensure sound financial practices.
- Monitor financial performance and prepare regular budget-to-actual reports.
- Oversee accounts payable and receivable, vendor payments, event-related invoices, and income reconciliation.
- Manage deposits, monitor account activity, and prepare monthly and quarterly reconciliations for bank accounts.
- Serve as the primary liaison to the external accountant and ensure timely preparation of financial statements, tax filings, and required nonprofit reporting.
- Manage insurance policies, including liability, event, and D&O coverage; review annually to ensure sufficient protection based on operational needs and risk exposure.
- Lead fundraising efforts, including donor relations, sponsorships, and grant development.

Events & Programs

- Plan and oversee programs, events, and initiatives that support the association's mission and deliver value to members.
- Manage event logistics, including budgeting, registration, marketing, attendee communications, and partnerships.

- Provide strategic oversight and support for volunteer-led events and initiatives, including conferences, webinars, and regional gatherings.
- Facilitate volunteer recruitment, and regular communications and planning with volunteer teams.

Membership & Communications

- Develop and implement strategies to grow the membership base.
- Coordinate member recruitment and renewals; manage member database.
- Serve as the association's primary spokesperson and ensure consistent messaging across all channels.
- Oversee all communications, including newsletters, announcements, and updates via email, the AWWEE website, and social media accounts.
- Develop strategies to increase member retention, engagement, and satisfaction; solicit feedback and develop programs and initiatives that support member needs.
- Maintain consistent branding across platforms and marketing materials.

External Relations & Partnerships

- Cultivate relationships with members, sponsors, and like-minded organizations to strengthen long-term engagement.
- Represent the organization at events, conferences, as well as meetings with current and potential members and partners.
- Collaborate with the Board on membership and partnership development strategies.
- Actively support Board members in member engagement and ambassador roles.