

POSITION ANNOUNCEMENT:

Pacific Northwest Clean Water Association (PNCWA)

PNCWA is looking an enthusiastic and competent managing director, working as a contractor to PNCWA.

ABOUT PNCWA:

Since 1938, The Pacific Northwest Clean Water Association (PNCWA) is the preeminent state association dedicated to education, dissemination of technical and scientific information, increased public understanding, and promotion of sound public laws and programs for water resources and related environmental fields in Washington, Oregon, and Idaho. PNCWA is emerging from the pandemic with renewed energy and strong financial support from our members and sponsors. PNCWA has approximately 2000 active members.

PNCWA is a member association of the Water Environment Federation (WEF), an international organization with more than 34,000 members and 75 affiliated Member Associations representing water quality professionals around the world. Since 1928, WEF and its members have protected public health and the environment.

POSITION OVERVIEW:

This is a wonderful opportunity for an inspirational leader who can commit long-term to managing a healthy and growing association. The candidate will report directly to the board of directors and is responsible for working with the board to support strategic direction, represent members interests, promote educational opportunities for members, and perform outreach to present and potential members. PNCWA currently has contractors for bookkeeping, tax preparation, communication & outreach, website maintenance and the annual conference.

The ideal candidate will help fulfill PNCWA's vision and mission as a vibrant community serving to sustain healthy watersheds for future generations by being the premier association in the Northwest dedicated to educating and connecting members to promote a healthy water environment in our region.

PNCWA is looking for a managing director who will carry out routine administrative functions of the association, manage other contractors for the association and support the following Critical Objectives:

- **EDUCATE.** Implement multiple shared platforms to provide diverse professional development opportunities.
- **INSPIRE.** Encourage and support a robust water workforce to inspire future water industry leaders.
- **COLLABORATE.** Provide opportunities for members to learn, share, and collaborate with one another.
- **ENGAGE.** Cultivate a diverse and engaged membership to sustain the association.
- **INNOVATE.** Promote innovative technologies and approaches to secure a clean water environment.

- EXCHANGE. Provide forums for idea exchange between technology developers and users to advance clean water technologies.
- PROMOTE. Serve as a technical resource to improve public awareness of a healthy water environment.

PRIMARY RESPONSIBILITIES:

- In partnership with the president, serve as the public voice of the association, representing the mission and vision of PNCWA.
- Pursue opportunities to promote PNCWA's Vision, Mission and Critical Objectives with the association and support PNCWA regions and sections.
- Coordinate PNCWA efforts with WEF. Participate in local and national industry specific events as an ambassador of the organization.
- Oversee the ongoing development and coordination of PNCWA's educational and training programs, including the annual conference, webinars, summits, and other key committee organized seminars, and operator training courses. Support PNCWA's contractor for the implementation of the annual conference.
- Coordinate with committee chairs to provide resource assistance for regular meetings, seminars, and training.
- Manage the contractor implementing PNCWA's marketing and communications strategy. Support PNCWA's contractors for the maintenance of website.
- Maintain the membership records of the PNCWA. Maintain the official list of PNCWA officers, committee chairs and other leaders.
- Receive official phone calls, emails and US mail on behalf of PNCWA and process it accordingly.
- Write articles for PNCWA's digest, newsletters and write other updates to membership body on organizational activity status.
- Uphold the strategic plan in cooperation with and approved by the board of directors.
- Attend scheduled board of directors' meetings. Support the board of directors and committees. Prepare the Managing Director's Report prior to each board meeting.
- Under the guidance of the treasurer and board of directors, develop and administer the annual budget. Produce financial reports for board meetings, administer accounts payable/receivable, and tax filing. Recommend appropriate seminar/conference/training fees to maintain adequate cash flow to sustain the organization.
- Manage and support PNCWA bookkeeper for regular financial activities. This includes the annual audit, annual tax return, coordinating insurance for association annually, maintaining master lists of all activities, and regular business transactions.
- Comply with PNCWA's Constitution & Bylaws and Statement of Policy.
- Ability and willingness to travel to conferences, seminars and industry-specific events, as required.
- Manage, update and develop the contracts for the supporting contractors for the board of directors' approval.

SKILLS AND QUALIFICATIONS:

A charismatic, assertive and tactful team leader, the ideal managing director will show competence in all the main areas of the position responsibilities, as follows:

- Strong public speaking and interpersonal skills.

- Strong written and verbal communications skills.
- Prior experience in motivating, encouraging, and communicating with vendors, volunteers, membership, and key association partners.
- Prior experience working with a board of directors and following and implementing strategic plans.
- Experience with fiscal oversight, strategic budgeting, and planning.
- Demonstrated ability to work both independently and as a team player.
- Understanding of water resources infrastructure, with an emphasis on wastewater and stormwater.
- A Bachelor's degree or equivalent experience, and/or Certification in non-profit management, public administration, and/or public-sector management.

COMPENSATION:

The anticipated annual budget for this position is \$115,000 - \$135,000 and will be determined during negotiations with the successful contractor. This is considered a contract position inclusive to direct salary, expenses, and other costs. Benefits will not be provided by the Association for this position. The successful applicant will be under contract via a Professional Services Agreement renewed on a regular basis.

The successful applicant will have flexibility in where they perform the required services. PNCWA does not have a physical office and work-from-home or other arrangements are welcome. It is, however, the preference of PNCWA that the applicant reside/operate somewhere in Oregon, Washington, or Idaho, but not required. Applicant would be expected to provide a PNCWA mailing address. Adequate internet connectivity is required.

HOW TO APPLY:

For immediate consideration please send your resume and cover letter that includes why you are the best candidate for this position and how you can help the Association meet their mission, vision and critical objectives. Please send via email to the PNCWA President-Elect, Lara Kammereck, at lkammereck.carollo@gmail.com using the subject title: "PNCWA Managing Director- YOUR NAME."

This position will close on January 19, 2022. We hope to interview candidates in February and the position will begin on April 1, 2022.