

**POSITION ANNOUNCEMENT:
MICHIGAN WATER ENVIRONMENT ASSOCIATION (MWEA)
EXECUTIVE DIRECTOR**

Scion Executive Search www.scionexecutivesearch.com has been retained to conduct the search for an enthusiastic and competent Executive Director for our client, Michigan Water Environment Association (MWEA). As a champion of water resources, MWEA is committed to bringing together a diverse group of professionals, from a variety of backgrounds, in a common effort to address concerns affecting Michigan's Water Environment.

ABOUT MWEA:

The Michigan Water Environment Association (MWEA) www.mi-wea.org is located in Bath, MI (Lansing area). Established in 1925, it is one of Michigan's oldest organizations. MWEA represents more than 2,000 water quality professionals statewide who are dedicated to preserving, restoring, and enhancing Michigan's water resources. MWEA is a member association of the Water Environment Federation (WEF), an international organization with more than 34,000 members worldwide. The MWEA provides a forum for all water environment topics. Through this forum a variety of objectives, strategies, and goals have been developed to enhance the mission of the Association, expand the services provided to members, and result in the continued growth of the Association and its members.

POSITION OVERVIEW:

This is a wonderful opportunity for an inspirational leader who can commit long-term to leading a healthy and growing association. The Executive Director is an advocate of Michigan's water environment that works closely with businesses, community leaders, regulatory staff, and a large membership. This position reports to the Board of Directors.

The ideal candidate will fulfill MWEA's mission through sound management of the organization's internal operations (including day-to-day activities, staff oversight, and team building) and external relationships with other industry-specific agencies, organizations, and individuals.

PRIMARY RESPONSIBILITIES:

- Promote MWEA as a champion of water resources protection in the state of Michigan, as both a servant leader and primary spokesperson for MWEA.
- Seek opportunities to promote MWEA's services and core values.
- Oversee the ongoing development and coordination of MWEA's educational and training programs, including the Annual Conference, WWAdCon, Joint Expo, key committee-organized seminars, and operator training courses.
- Oversee the design, promotion, delivery and quality of MWEA's programming.
- Participate in local and national industry specific events as an ambassador of the organization.
- Coordinate with Committee Chairs to provide scheduling/resource assistance for regular meetings, seminars, and training.
- Function as a collaborative and inspiring leader to a small team.
- Provide administrative oversight to the MWEA staff on the development and implementation of conferences, seminars, and training programs.
- Promote efficient operation of the workplace, while creating clear directives in a positive and supportive team environment. Set and track annual staff performance goals.
- Coordinate annual staff and Board strategic planning sessions, assist with updates to the strategic plan as needed.
- Provide updates and reports at seminars and training sessions, as requested by Committee Chairs.
- Write articles for MWEA's quarterly magazine, *MWEA Matters*, to offer pertinent updates to MWEA's membership on organizational activity status.
- Uphold the strategic plan in cooperation with and approved by the Board of Directors.
- Prepare an Executive Director's Report prior to each meeting.
- Work closely with the Treasurer and Board of Directors to develop and administer the annual budget in advance of each fiscal year. Oversee the development of financial reports for Board meetings.
- Sustain MWEA's revenue sources and identify opportunities for revenue growth through increased membership, additional training/workshops, seminars, and conferences. Work with staff to identify appropriate seminar/conference/training fees to maintain adequate cash flow to sustain the organization.
- Contribute to and lead the design, edit, and maintenance of MWEA's website.
- Oversee the development and implementation of MWEA's marketing and communications strategy. Work closely with the Board of Directors and other staff on

development of press releases, interaction with the media, and design of promotional materials.

- Facilitate staff support to the Board of Directors and Committees. Serve as an 'ex officio' member of the Executive Committee. Attend all Executive Committee and Board Meetings, as well as Committee meetings for which the Executive Director is defined by the MWEA bylaws.
- Comply with the MWEA Constitution & Bylaws and Statement of Policy.
- Ability and willingness to travel to conferences, seminars and industry-specific events, as required.

SKILLS AND QUALIFICATIONS:

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

- Passion for serving the MWEA members and protecting, enhancing, investing in, and celebrating Michigan's water resources.
- Strong public speaking and interpersonal skills.
- Strong written and verbal communications skills.
- Ability to strategically and collaboratively coordinate partnerships among diverse stakeholders, including but not limited to: NGOs, local/state governments, vendors, and collaborators.
- Prior experience successfully leading and growing nonprofit organizations.
- A minimum of five years of experience in a hands-on leadership role.
- Prior experience in motivating, encouraging, and communicating with staff, membership, and key association partners.
- Prior experience working with a nonprofit Board and following and implementing strategic planning.
- A Bachelor's degree; MBA strongly preferred or the equivalent degree in environmental science, public administration, and/or public-sector management.
- Demonstrated ability to work both independently and as a team player.
- Experience with fiscal oversight, strategic budgeting, and planning.
- Desktop publishing and website development experience are a plus.
- Thorough understanding of water resources infrastructure, with an emphasis on wastewater and storm water, is preferred.
- Reliable personal transportation, as this position requires substantial travel, and a willingness to work evenings and weekends as necessary for seminars, conferences, and other outreach activities.

COMPENSATION:

This position offers a competitive salary package, with a base salary ranging from \$95K to \$105K, D.O.E. and a generous benefits package including: 4 weeks of vacation, 12 holidays, a 401k matching plan, coverage for medical and business expenses and a performance bonus as well as an excellent working environment!

HOW TO APPLY:

Scion Executive Search www.scionexecutivesearch.com has been retained to conduct this search. For immediate consideration please send your resume, cover letter, and salary requirements in a WORD.docx format to Scion Executive Search via email to adparse@scionstaffing.com Attn: Ana D'Amore using the subject title: "MWEA Executive Director- YOUR NAME."

ABOUT OUR FIRM:

Scion Executive Search is a retained executive search firm connecting executive nonprofit leadership to nonprofit organizations and foundations across the country. Born out of the nonprofit sector, we provide expert search strategies and leadership for your organization. Our executive candidates are true agents for change, and we are experts at matching their talents, motivations, and passions to your organization's mission. Scion Executive Search has led hundreds of successful executive searches. Information about our firm and successes can be found online at www.nonprofitexecutivesearchfirm.com.

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