



The **Michigan Water Environment Association** – <https://www.mi-wea.org/> is seeking a down-to-earth Executive Director (ED) with a strategic management style and a steady approach. The Michigan Water Environment Association (MWEA), a long-standing professional organization founded in 1925, is a financially stable association with a diverse membership of over 2000 water quality professionals statewide who are dedicated to preserving, restoring and enhancing Michigan's most valuable natural resource.

A successful candidate will be a natural relationship builder; ideally someone who has experience connecting with businesses, community leaders, regulatory agencies/staff and a large membership. As the public face of the Michigan Water Environment Association, the ED must have an engaging, yet diplomatic approach; someone who values the contributions of water professionals at every level and can translate their passion for the industry into meaningful member engagement with the Association. The next leader of MWEA will be committed to building advocacy efforts and partnership opportunities that further MWEA's mission of leveraging knowledge to support clean and safe water. The position requires a transparent, collaborative leader with a proven track record of cultivating shared goals, and positioning an organization for relevance and sustainability in the years to come.

#### **DUTIES:**

Guided by the Board of Directors, the Executive Director's primary focus will be to ensure that the daily activities of the Association are in compliance with and in support of program and membership goals, strategic objectives, and legislative priorities. Areas of responsibility include public relations and communications, planning and execution, program implementation and administration, personnel and fiscal management, member development and retention.

#### **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.
- In conjunction with the Director of Operations, oversee the ongoing development and coordination of MWEA's educational and training programs, including the Annual Conference, Wastewater Administrators Conference, Joint Expo, key committee-organized seminars, and operator training courses.
- Oversee the design, promotion, delivery and quality of MWEA's programming. Write articles for MWEA's quarterly magazine, *MWEA Matters*, to offer pertinent updates to MWEA's membership on organizational activity status.
- Participate in local and national industry specific events as an ambassador of the organization.
- Function as a collaborative and inspiring leader to a small team (less than 5 employees).
- Promote the efficient operation of the workplace, 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 (24 active committees).
- Uphold the strategic plan in cooperation with and approved by the Board of Directors. Prepare and share regular updates with the Board.
- Work closely with the Treasurer and Board of Directors to develop and administer the annual budget (\$850K - \$1M) 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.
- 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.
- Oversee facilities maintenance responsibilities for MWEA's 6,000 square foot office building.
- Comply with the MWEA Constitution & Bylaws and Statements of Policy.

#### **QUALIFICATIONS:**

Qualified candidates will have a Bachelor's degree and 5+ years of senior level management experience, preferably in an association setting. Working knowledge of environmental industry issues, specifically water resources infrastructure, is a plus! This is a high-level position requiring strong leadership, communication, fiscal and interpersonal skills. A successful candidate will demonstrate the ability to manage high-value programs/services, continue gains made in advocacy/public policy and in the growth of the organization.

#### **COMPENSATION AND BENEFITS:**

The Michigan Water Environment Association offers a dynamic, challenging work environment with ample opportunity for professional fulfillment, competitive compensation and a customizable benefit package.

#### **TO APPLY:**

To express your interest in this position, please submit your resume, salary requirements and a cover letter explaining how your qualifications relate to this position. Materials can be sent to [JodiSchafer@WorkWithHRM.com](mailto:JodiSchafer@WorkWithHRM.com).