

Job Description

Position Title: Executive Director

Description:

The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization, at the direction of the Executive Committees of the South Carolina Section of the American Water Works Association (SCAWWA), and the Water Environment Association of South Carolina (WEASC), the Joint Steering Committee (JSC), and consistent with the Bylaws and Code of Conduct for each organization. Key duties include management of a robust education program; coordination of activities of numerous volunteer committees; general oversight of the endowment fund and coordination with two national parent entities – AWWA and WEF, and hiring and supervision of staff members.

Responsibilities and Authority:

- ☐ Board Governance – Works with the Executive Committees to fulfill the organizational mission and vision of the SCAWWA and WEASC, as defined by the respective Executive Committees and consistent with the Bylaws, Strategic Plan, Policies and Procedures, and affiliation with the national organizations, the American Water Works Association (AWWA) and Water Environment Federation (WEF).
 - o Conducts all business of the SCAWWA and WEASC in compliance with organizational Bylaws and maintain federal and state nonprofit corporate status.
 - o Assists in the development of strategic and annual business plans.
 - o Advises and makes recommendations to the Executive Committees with respect to programs, finances, policies, national initiatives, and other conditions and factors that may have an impact on the associations.
 - o Other duties as assigned by the Executive Committees.
- ☐ Fiscal Management – Provides for oversight and management of all bank accounts and other financial accounts owned by the associations.
 - o Reviews all accounts payable/accounts receivable and ensures timely management of association finances.
 - o Coordinates annual audit of each association with a Certified Professional Accountant (CPA), and filing of all tax forms required by the IRS and state of South Carolina. Registers associations as charitable organizations in good standing with the South Carolina Secretary of State's office annually.
 - o Provides oversight of the associations' endowment funds and scholarship programs.
 - o Provides oversight and advises committees when developing budgets and ensures committees stay within the approved budget throughout the fiscal year.
- ☐ Organizational Operations – Provides sufficient oversight to ensure operations of the associations adhere to established policies and procedures.
 - o Coordinates calendars of the associations to ensure educational programs are effectively delivered and implemented.

- o Establish and foster relationships with a large volunteer base, including committee chairs, past and future leaders, various organizations throughout the state; and leverage those relationships to strategically enhance the organizational missions.
- o Develops and maintains an effective communication system with the membership, Executive Committees, Technical Committees and District Officers.
- o Negotiates hotel and meeting space contracts, audio-visual service agreements, banquet event orders, etc. to ensure effective and efficient conference and workshop delivery.
- o Provides organizational risk management oversight, including coordination with professional legal services, financial services and other professional counsel when necessary to mitigate anticipated risks and liabilities. Maintains an adequate insurance portfolio for associations' activities and assets.
- o Oversight of the association website, applicable databases, social media and association brand.
- Staff Management –Responsible for hiring and managing association staff.
- o Supervise, collaborate with, review, train, motivate and discipline association staff in accordance with approved policies and procedures.
- o Manages staff compensation and benefits programs in accordance with approved association budgets. Advises Executive Committees of anticipated changes in employee benefit programs, policy changes, premium increases, etc.
- o Meets regularly, and conducts annual review of association staff. Operates within approved performance management and compensation guidelines set forth by the association.
- Public Relations – Promote the mission, vision and strategic goals of the associations.
- o Attend association functions on a regular basis. Ensure association activities are planned and executed in an appropriate, professional manner.
- o Promote the associations to the media, during meetings and conferences of other similar organizations, and other times as appropriate or requested.
- o Attend state and national conferences and meetings to provide appropriate representation of the SCAWWA and WEASC association staff and volunteers. Significant travel (approximately 35% of time) is required.
- o Coordinate representation of the SCAWWA and WEASC to legislative and regulatory bodies, and other groups as requested.
- o Develops and maintains relationships with other organizations that will enhance the mission of the SCAWWA and WEASC.
- o Foster relationships with educational institutions and direct volunteers to promote scholarship programs statewide.

Minimum Qualifications:

- Bachelor's Degree in Management, Business Administration or a Water or Wastewater related field.
- Minimum of five years of management experience, including budget analysis and preparation, decision-making and reporting.
- Exceptional organizational abilities, including planning, delegating, program development, and task facilitation.

- ☐ Strong written and oral communication skills, including the ability to convey the vision of the SCAWWA and WEASC to staff, executive committees, volunteers, members, and community.
- ☐ Ability to engage and interface with a diverse membership.
- ☐ Ability to prepare reports, make public presentations, prepare and interpret technical information.
- ☐ High level of skill and experience using MS Office, Word, Excel, Access, and PowerPoint.
- ☐ Must possess a valid South Carolina driver's license, and have the ability and willingness to travel extensively, including furnishing one's own reliable vehicle.
- ☐ Must be bondable.
- ☐ Evening and weekend work required.

Preferred Qualifications:

- ☐ Experience in the water or wastewater industry.
- ☐ Advanced degree preferred.
- ☐ Reporting and coordinating with an executive board.
- ☐ Knowledge of legal and financial issues unique to the nonprofit sector.