



February 2022

JOB ANNOUNCEMENT

Atlantic States Rural Water and Wastewater Association seeks an **Executive Director** to take the organization to the next level! ASRWWA is a trade association dedicated to supporting water and wastewater utilities by providing onsite technical support, training classes, and legislative representation. ASRWWA is a member of National Rural Water Association, the nation's largest water and wastewater utility membership association.

POSITION: Executive Director

LOCATION: Connecticut

HOURS: 40 hours per week

SCHEDULE: Exempt staff position. Typically Monday – Friday. Salary commensurate with experience.

LEADERSHIP: Reports to ASRWWA's five-member Board of Directors

FUNCTION: The Executive Director's primary responsibilities include, but are not limited to, financial management, public relations, association development, member services, general supervision of technical assistance and training programs, and direct supervision of office operations and Association staff. The Executive Director promotes the growth of this water and wastewater trade Association and manages its daily operations.

CORE RESPONSIBILITIES

1. Working with an out-sourced accounting firm, develop the Association's annual budget, oversee accurate and timely administrative reporting (logs, timesheets, expense reports) grant/contract reporting as required funding agencies, and work with the Association's auditor to ensure timely completion of the annual financial audit and federal and state tax returns.
2. Familiarity with standard financial reports including budgets, profit and loss statements, and balance sheets. Experience with the conventions of nonprofit accounting including management of restricted funds and grants.
3. Promote the development, growth, and financial security of the Association by securing additional funding sources and developing new fee for service opportunities. For example, fee-based activities, may include but not limited to fee-training sessions and GIS mapping activities.

4. Identify programs and services to meet the needs of Association Members.
5. Increase Association membership.
6. Work with the board and staff to develop visions for the future and implement strategic plans.
7. Implement an onsite technical assistance and training program for Connecticut's drinking water operators which is supported by a grant from the Environmental Protection Agency.
8. Represent ASRWWA at legislative hearings, meetings, trade shows, and other functions relative to the water industry.
9. Attend National Rural Water Association's (NRWA) annual in-service training, and annual WaterPro conference in locations outside of Connecticut in order to benefit from professional development and networking opportunities.
10. Advocate for water and wastewater utilities at the state and national levels. This includes working with CT's delegation and attending the annual National Rural Water Association Rally in Washington, DC.
11. The Executive Director will work with local, state, and federal elected officials and agencies including but not limited to Region One Environmental Protection Agency, CT Department of Public Health, the U.S. Department of Agriculture Rural Development and other technical organizations, and industry representatives. It is expected that the Executive Director will continually take the initiative to improve and strengthen these relationships, and will represent ASRWWA in the most effective and professional manner possible.
12. Administer employee benefits including new enrollments.
13. Coordinate IT functions including purchase of computers, software licenses, and data backup of both administrative office and field staff.
14. Maintain an effective, enjoyable, and results-oriented working environment for Association employees.
15. Prepare and oversee publication of Association literature such as the quarterly newsletter.

WORKING CONDITIONS: The Executive Director and ASRWWA Board of Directors will identify the location of the new administrative office where this position will be based. Occasional attendance at evening and weekend events and meetings. Out of state travel for 3-5 days at time is required approximately four times per year. Personal vehicle is necessary.

QUALIFICATIONS:

- **Education/Experience:** Should possess, at a minimum, a bachelor's degree and experience in the water industry. Experience with business management, accounting, economics, or marketing are ideal. An understanding of GIS mapping is a plus. Ideally have a record of at least five years of proven management and leadership experience. Successful candidates must have excellent verbal and written communication skills, organizational talents, and problem-solving abilities.

Requirements:

Ability to work effectively with association staff, operators, decision makers, regulatory agencies and other professionals.

Skills, Traits and Characteristics Necessary for Success: Applicants who enjoy helping others, are patient, have a positive attitude, take pride in their work and ownership of their career. Must be hard working, self-motivated, innovative and energetic. Seeking a leader who is compassionate, trustworthy, collegial, and has a confident demeanor.

Physical Demands: To perform the essential functions of the position, the following applies: requires standing, stretching, bending, walking, and lifting. Must be able to climb stairs as well as be physically and mentally capable of performing multiple tasks under extended heavy pressure and be able to function in a fast paced environment.

Salary Range: \$60,000-70,000

ASRWVA offers a competitive salary and benefits including employee and family health insurance, 401k, vacation, sick, and holiday pay.

To Apply: Please send a cover letter and resume to:

Atlantic States Rural Water and Wastewater Association

Attention: Human Resources
45 Salem Turnpike #1007, Norwich CT 06360

Or E-mail to: vern@nrwa.org

EOE/AA

Position is open until filled with a target start date of March 15, 2022.