

**TITLE: EXECUTIVE DIRECTOR**

**LOCATION:** New England Interstate Water Pollution Control Commission (NEIWPCC), Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854

**ADDITIONAL INFORMATION:** Benefits provided but not included in salary range: vacation, personal and sick leave, health, life & dental insurance, retirement plan.

**BACKGROUND INFORMATION:** The New England Interstate Water Pollution Control Commission serves as a forum for interstate communication and coordination on water related pollution control efforts among all the New England States and New York State.

**FUNCTIONS:**

Appointed by the Executive Committee to serve as the Director of the Commission representing the organization in all internal and external activities. Manages and directs the formulation and execution of water environment initiatives that lead to the achievement of NEIWPCC's core purposes. Responsible for overseeing the operation of the organization and the development and management of the annual budget, working collaboratively with state partners, implementing organizational best practices and policies, and ensuring that activities and initiatives approved by the Executive Committee are effectively carried out.

**PRINCIPAL DUTIES:**

1. Working closely with the Executive Committee and all Commission Members to ensure the Commission has an annual workplan in place, along with the financial resources necessary to achieve its core purposes, outcome-oriented goals and objectives.
2. Providing strategic leadership for the organization to ensure that the vision and core values of NEIWPCC are developed, communicated, and implemented at all levels.
3. In conjunction with the Treasurer, presenting the annual budget and overseeing all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management, and payroll in accordance with generally accepted accounting principles.
4. Working with the Chairperson to enable the Executive Committee to effectively carry out its governance roles.
5. Serving as the chief spokesperson for NEIWPCC, advocating on behalf of its Members to ensure that the positions and actions of the Commission are successfully presented to all interested parties. Represents the Commission at all meetings, conferences or similar venues where NEIWPCC seeks to be recognized to advance its mission and strategic goals.
6. Coordinating and collaborating with key stakeholders in the water sector including: states, federal departments and agencies; and organizations and related entities engaged in various aspects of the Commission's priorities.

7. Motivating and leading a high-performance management and professional staff member services teams.
8. Collaborating with the Commission Members to develop and implement plans for the operational infrastructure of systems, processes, policies, and personnel to achieve the objectives of NEIWPC.
9. Directing all aspects of human resource management including: employee recruitment; performance management and assessment; maintaining competitive compensation practices; and applying Executive Committee-approved policies and benefits in accordance with federal and state requirements.
10. Responsibility for creating and maintaining an employment culture at NEIWPC that attracts and retains highly qualified staff, and ensuring the appropriate mentoring and continuing education for staff's professional growth and success.

**PERFORMANCE EXPECTATIONS:**

To perform the job successfully, an individual should demonstrate the following competencies:

Leadership – proven success in leading, inspiring, motivating, and managing a professional staff and working with a diverse Commission in a geographically dispersed organization; demonstrates personal creativity and strategic vision coupled with an ability to listen to others and learn from their ideas;

Management skills – generates trust, organizes people into effective teams and motivates them; includes staff in planning, decision-making, and in process improvements;

Delegation – delegates work assignments and gives authority to work independently; sets expectations and then monitors outcomes;

Demonstrated management acumen – proven record in maintaining or increasing organizational viability and effectiveness, and in dealing with the budgeting process and management of staff and financial resources;

Judgment – makes timely decisions and exhibits sound judgment;

Communications – communicates clearly and persuasively, both orally and in writing, in positive or negative situations; sophisticated presentation skills and an ability to conduct productive meetings;

Problem solving – identifies and resolves problems in a timely manner and gathers, analyzes, and synthesizes complex and diverse information skillfully;

Quality management – looks for ways to improve and promotes quality and demonstrates accuracy and thoroughness; and

Planning/organizing – prioritizes and plans work activities, uses time efficiently and develops realistic action plans.

**RECOMMENDED QUALIFICATIONS:**

Education

A graduate degree in public administration, environmental and land use planning, environmental or water science or policy or in a related field.

Experience

1. Ten years' experience in a senior management position with direct reports and budget oversight.
2. Ten years' experience in advocacy and policy related work.
3. Demonstrated effectiveness with public relations and exceptional presentation skills.
4. Demonstrated experience building collaborative partnerships/alliances, especially for advocacy work.
5. Experience working as a staff member with volunteer board officers and leaders.
6. Possesses direct experience balancing the needs and desires of multiple constituencies and cultures.

Special Knowledge and Skills

1. Willingness to travel extensively.
2. Knowledge of environmental issues, especially those relating to water.
3. Knowledge of nonprofit governance and operations, including leadership experience serving as a board or committee member
4. High level of attention to planning, execution, and details.