



Job Announcement and Position Description

Executive Director Water and Wastewater Equipment Manufacturers Association

March 13, 2023

Position Overview

The Water and Wastewater Equipment Manufacturers Association (WWEMA), a 501(c)6 non-profit trade association, is seeking an Executive Director to lead its Headquarters office currently located in Leesburg, VA just outside of Washington, DC. Reporting to and working in close collaboration with the Executive Committee and Board of Directors, the Executive Director is responsible for overseeing and implementing strategies, policies, management, programs, finances, and staffing for WWEMA. The Executive Director directs and oversees WWEMA's day-to-day operations, sets the cultural tone of the Association, supervises its federal advocacy activities, and advocates on behalf of its members to help their businesses grow.

Applications for the position are due by April 14, 2023, with an anticipated start date of June 30, 2023

Water and Wastewater Equipment Manufacturers Association

WWEMA is a Washington DC-based non-profit trade association representing water and wastewater technology and service providers since 1908. WWEMA advocates, informs, and connects our members with key policy and decision-makers and helps our members increase their competitiveness and profitability in the U.S. and abroad. Our members supply the most sophisticated leading-edge technologies and services, offering solutions to every water-related environmental problem and need facing today's society. As a member-driven organization, WWEMA is made up of many of the most prominent and influential companies in the industry who are working together to shape the future of water and wastewater technology in the U.S. and around the world.

Responsibilities

1. Serves as primary contact to the WWEMA Executive Committee and Board of Directors, ensuring regular communications about continuity of operations and implementation of the Association's workplans and mission.
2. In collaboration with the WWEMA Executive Committee and Board of Directors, develops a clear vision for the Association, works to achieve that vision, and maintains and raises the profile of the Association and its positions among industry colleagues, before Congress, the Federal Government, and private sector partners.

3. Engages with WWEMA's Board of Directors and other members to develop advocacy positions and produce products and services supporting member education and growth.
4. Represents WWEMA in contacts with government agencies, professional groups, the media, water utilities, the engineering community, the broader water sector, and serves as the official spokesperson for the Association.
5. Develops and implements the legislative and regulatory affairs program of the Association and maintains liaison with Congressional and Administration officials and other professional societies and associations regarding issues impacting the water and wastewater equipment industry.
6. Maintains liaison with international trade and finance agency officials including the Department of Commerce to support the export of technologies and services.
7. Oversees WWEMA's communications including social media presence, website, public affairs, event planning, office administration, and marketing and membership development activities.
8. Ensures the financial solvency of the Association and oversees dues and revenue strategies, and investments and financial matters including preparing an annual budget and monthly financial statements of income and expenses that are submitted to the Executive Committee. Approves all budget expenditures and safeguards all funds and physical assets and other property of the Association.
9. Executes all contracts and commitments authorized by the Association.
10. Maintains contact with legal counsel and keeps counsel informed of all developments affecting the Association and its members.
11. Recruits, trains, and oversees Association staff with full responsibility for promotion or termination.
12. Stays informed and up-to-date on the water and wastewater industry through the review of all regular and special publications of the industry and attendance at industry meetings and conferences.
13. Oversees the execution of WWEMA's April Washington Forum, its July Finance and Contracts Administration Meeting, its September Presidents Council, and its November Annual Meeting.
14. Develops and implements plans to grow WWEMA membership and explores and presents additional options for increasing revenues.

Qualifications

The ideal candidate will have a minimum of five years of progressive senior-level experience, preferably in the water and/or wastewater sector. The candidate will have demonstrated a tenure of active advocacy and experience with legislative and regulatory issues, effective management and leadership skills, and strategic and critical thinking skills. Experience in Association management a plus. Travel is required.

Specific qualifications may include:

1. A working knowledge of the needs of the water and wastewater sector with a focus on technology manufacturers.
2. A working knowledge of critical regulatory and legislative issues likely to shape the water sector in the future.

3. A history of successful collaboration with government agencies or partnerships that encourage communication and pursuit of common goals among diverse members.
4. A demonstrated capacity to engage members and grow membership.
5. Excellent written and verbal skills and experience as a public speaker.
6. The ability to engage, inspire, and motivate team members.

Education

Bachelor's degree in relevant field is required. An advanced degree is preferred but not essential depending on background.

Compensation

WWEMA offers a competitive compensation and benefits package including medical, dental, vision, long-term disability, 401(k) plan, holidays, vacation, and sick leave.

Application Process

Interested candidates are required to submit: 1) a cover letter that includes a statement of interest and salary requirements; 2) a resume; and 3) three professional references to ExDirSearch@wwema.org by 5:00 p.m. eastern time on April 14, 2023 addressed to both Bill Decker, Search Committee Chair, and Vanessa Leiby, WWEMA Executive Director. All submittals will be treated as confidential and references will not be contacted until late stage in the search process. WWEMA is an equal opportunity employer.