



The Wyoming Water Association (WWA) seeks a highly motivated and dedicated individual to fill the position of Executive Director.

Founded in 1933, WWA is a non-profit organization and is the only statewide water resources association. WWA is a voluntary organization of private citizens, elected officials and representatives of business, government agencies, industry and water user groups and districts. The Board of Directors presently consist of representatives from each of the following sectors: Agriculture; Industry / Business / Education; Recreation and Conservation; Labor and Civic; and Local Government.

**JOB TITLE:** Executive Director

**BASIC FUNCTION:** Serves as Executive Director responsible for overseeing the administration, programs and strategic plan of the organization. Recommends and participates in board formulation of association mission, goals, objectives and related policies. Within that framework, plans, organizes, coordinates, controls and directs programs and activities of the WWA. The position reports directly to the Board of Directors.

**SPECIFIC RESPONSIBILITIES:** Within the limits of the bylaws of the WWA and policies established by the Board of Directors, the Executive Director, with the appropriate delegations shall:

- Report to and work closely with the Board of Directors to assist them with policy decisions, fundraising, and to increase the overall visibility of the WWA.
- Plan and coordinate meetings of the Board, Members, and the elected officers of the association.
- Monitor and work closely with the Committee Chairs; assist with the planning of meetings and development of duties for the WWA Committees (Scholarship, Resolutions, Program, Nominations, Legislative, Membership/Marketing, Budget/Finance, and Audit).
- Organize and conduct both an annual summer tour and an annual fall conference / annual meeting that includes programs, exhibits and education programs to advance the professional/technical/managerial skills of the membership, consistent with the objectives of the WWA.
- Manage the finances of the association, including all financial reporting, annual tax filing (Form 990) and the 1099 NEC for the ED position, and preparation / reporting on an annual budget.
- Develop and maintain a marketing/publications program, including an up-to-date, easily navigable website and at least two newsletters throughout the year to the members and prospective members.
- Chair weekly legislative updates during session and provide updates through a tracking spreadsheet to members.
- Provide regular written and verbal reports to the Board of Directors along with recommendations.
- Develop and supervise an effective program of membership development and membership

services.

- Work closely with the Board of Directors to develop a strategic plan, including implementation.
- In conjunction with the President of the Board, serve as the WWA's primary spokesperson.
- Establish and maintain relationships with various water-related organizations and utilize those relationships to strategically enhance WWA's mission.
- Maintain effective internal and external public relations to ensure a positive fiscal position for the WWA and to produce revenue for annual operating expenses.
- Engage in fundraising and developing other revenues to ensure a positive fiscal position for the association and to produce revenue for annual operating expenses.
- Maintain legal integrity of the association through annual filings to Secretary of State's Office.
- Review and approve contracts for services.
- Perform other duties as assigned by the Board of Directors.

MINIMUM PROFESSIONAL QUALIFICATIONS NEEDED:

- A bachelor's degree.
- Transparent and high integrity leadership.
- Two or more years nonprofit management experience.
- Experience and skill in working with a Board of Directors.
- Ability to effectively communicate the WWA's mission.
- Previous success in establishing relationships with individuals and organizations.
- Solid organizational capabilities, including planning, program development and task facilitation.
- Financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy and efficient time management skills.
- Willing and able to travel.

Base compensation for the part-time, independent contractor position as described above is \$20,000 - \$25,000 per year and does not include benefits at this time. Compensation will be evaluated annually based on performance and adjusted for increased roles, responsibilities, and successfully increasing membership.

By March 31, 2024, please submit a cover letter, resume and salary requirements to [office@wyomingwater.org](mailto:office@wyomingwater.org).