

Association of State Wetland Managers

Job Description: Executive Director

Last Revised: 1-31-18

Title: Executive Director

Reports to: The Board of Directors

Summary: The Executive Director acts as the Chief Executive Officer of the organization, is responsible for the overall management of the organization. In collaboration with the Association of State Wetland Managers (ASWM) Board of Directors, the Executive Director provides direction to the organization in accordance with the organization's vision and mission. The Executive Director works under the general oversight of Board and serves as the primary representative of the organization. It is anticipated that the current ASWM Executive Director will be involved during an estimated six-month transition period, then assume the role of part-time ASWM staff policy analyst.

Location: Position is located at the ASWM office in Windham, Maine. The successful candidate will need to relocate to southern Maine and work based at the Windham office.

Overview: The Executive Director provides direction, oversight and overall management, planning, vision and leadership for all aspects of ASWM, including programs and services, finance, human resources, grant and contract resource development, office resources, membership development and services, communications, and board development. The Executive Director assumes a leadership role nationally, partnering with states and collaborating with all levels of government, other nonprofits, the business community, foundations and supporters. The Executive Director works with the Board and staff to establish vision, policies, strategic focus, priorities, and general scope of programs that ASWM will deliver.

Job Responsibilities:

1. Leadership: Support and work with the Board of Directors

- Takes direction from the Board of Directors and works cooperatively with the Board to assure that ASWM operates with a clear mission and a five-year strategic plan that is consistent with the mission.
- Provides leadership in promoting and enhancing protection and management of wetland resources, promoting the application of sound science to wetland management efforts and providing training and education for our members and the public.
- Works collaboratively with board members and representatives of other organizations nationally, to strengthen ASWM's capacity to support protection of the Nation's Wetlands.
- Keeps the Board fully informed about issues and events that impact ASWM as an association, and provides accurate and timely information/advice on conditions, opportunities, issues, and challenges for ASWM so that the Board can carry out its governance, financial oversight and leadership role.
- Provides for the coordination of Board meetings and communications.

2. Office Management

- Directs and supervises staff.
- Manages the organization to stay within approved plans and budgets.
- Develops contracts and negotiating with outside vendors, professional organizations, and capacity builders.
- Develops strategies for quality assurance and supervision of staff to assure effective performance.
- Develops and implements benefit packages (holiday, sick leave, healthcare, etc.).
- Manages and assesses ASWM staff resources in a manner that supports a productive, professionally competent work force in an environment respectful of personal well-being and cultural diversity, including hiring, firing, evaluation and resolution of grievances.
- Creates and provides oversight of systems to ensure proper security measures for documents, files, cash, grant and contract documents, negotiable instruments, sensitive/confidential information, equipment, facility, or supplies are implemented and followed.
- Provides oversight for information technology (IT) activities.

3. Finance and Fundraising: Oversees and coordinates:

- Develops of the annual budget to submit to board for approval.
- Develops fundraising strategies and implementation of those strategies.
- Develops and maintains regular relationships with funders of ASWM.
- Identifies grant and contract opportunities, oversees development of proposals and production of required reporting to funding sources.
- Provides oversight of expenditures and income.

4. Support and Promotion Efforts: Oversees and coordinates

- Develops response strategies for issues of national and regional importance.
- Develops and maintains relationships with diverse state, federal and tribal government officials, and with state and national organizations involved in protecting, conserving and managing wetlands and other aquatic resources (e.g. U.S. EPA, COE, FWS, FHWA, NOAA, ACWA, ASFPM, NWF, DU, APA, etc.).
- Establishes and leads diverse coalitions and alliances to further understanding of wetlands and related issues and encourage development of policies and programs that protect/conserves/restore wetlands and other aquatic resources (e.g. Wetland Mapping Consortium, Natural Floodplain Function Alliance).

5. Program and Member Services: Oversees and coordinates

- Implements the annual membership campaign including identification and development of ongoing and improved member services, including *Wetland News* and Member's Webinars.
- Provides overall direction for communications including publications such as *Wetland Breaking News*, website development, social media strategies, forums and the development of cutting edge communications and outreach.

- Ensures project quality and consistency with organizational goals through ongoing evaluation of goals, project progress, quality and completion.
- Composes articles, project proposals, reports, blogs, e-mails to states etc.
- Organizes and holds the annual State/Tribal/Federal Workshop. (Agenda, presenters, hotel/meeting contract, registration policies, cancellation policy etc.).

6. Communications

- Demonstrates professional and courteous communication skills during interaction with individuals when communicating in person, by telephone and by email.
- Provides feedback to ASWM Board regarding assignments, accomplishments, problems encountered, inability to meet established guidelines, and requesting assistance when required.
- Provides specific and clear instructions to ASWM staff to ensure staff understands what is expected with respect to assignments and administrative requirements.
- Covers a thorough orientation for new employees relating to ASWM goals, objectives, and operational procedures.
- Clearly communicates recommendations, comments or revisions to legislation, policy, or procedure to ASWM Board and members.

7. Interpersonal Relations/EEO

- Promotes an awareness and respect for diverse interests, opinions, cultural differences and incorporates diverse groups into the decision-making process and ensures that staff members incorporate this awareness into their work activities.
- Maintains a work environment free of discrimination and harassment by reinforcing policies in staff meetings, memos, and personal actions.
- Employee will not mistreat or display a demeaning attitude or behavior in the work place toward another employee, client, organization member, or to a member of the public.

8. National Presence in Public Policy on Wetlands and related Resources

- Supports ASWM's reputation as the "go to" expert on wetlands program development, integration of sound science into public policy and balanced leadership in conservation, protection and restoration of wetlands and related resources. Providing national leadership on wetland issues related to Clean Water Act, the Farm Bill, and national floodplain policies.
- Assists states and tribes with developing wetland programs including regulation, volunteer restoration, wetland water quality standards and monitoring and assessment.
- Serves as lead spokesperson and speaker for ASWM and assuring that the organization's mission is properly presented to various publics.
- Develops the capacity to convene stakeholders around wetland issues affecting state wetland programs.
- Conducts effective and ongoing relationships with media.
- Develops relationships with other associations, organizations, and persons pertinent to protecting and conserving wetlands and related water resources, and coordinating activities and co-sponsoring events.

Qualifications:

- Master's Degree in Water Resources, Public Policy, or a related program area with a minimum of *two* years of senior wetland/water program and/or nonprofit management experience OR Bachelor's Degree in Water Resources, Public Policy, or a related program area with a minimum of *six* years of senior wetland/water program and/or nonprofit management experience
- Understanding of and experience with carrying out complex projects and/or building programs.
- Superior written and oral communication skills.
- Fundraising and financial management skills.
- Knowledge of and experience with legislative matters and procedures at the state and federal levels.
- Supervisory and personnel experience.
- Experience working with a board of directors.
- Evidence of commitment to ASWM's mission.

Compensation:

Minimum starting salary of \$75,000. Salary negotiable; commensurate with education and experience. The Board will consider requests for reasonable relocation expenses, if appropriate.

How to Apply:

The Association of State Wetland Managers' Board of Directors invites qualified candidates to electronically submit a resume, cover letter outlining their interest and qualifications for the position (including salary requirements and requested relocation expenses), and three professional references, including contact information. All documents are required and must be submitted via email in .doc or .pdf format. Submissions should be emailed to edsearch@aswm.org. **Applications will be accepted until 5:00 p.m. ET on March 2, 2018,** unless otherwise explicitly extended.

For More Information: The ASWM Board of Directors is coordinating the Executive Director Search. Please send any questions to the search committee at edsearch@aswm.org or call (207) 892-3399.

The Association of State Wetland Managers is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.