



Part-Time Non-Profit Organization Executive Director

The Minnesota Ground Water Association and Foundation are volunteer-led non-profit organizations dedicated to groundwater resources. We encourage and celebrate the scientific study of groundwater while promoting informed public policy. We offer a forum for scientists, engineers, planners, educators, attorneys, and other groundwater stakeholders to share ideas, collaborate, and educate the public, policy makers, and professionals. We provide a unique and invaluable networking opportunity for our members and partners at our conferences and meetings. We are groundwater.

We are seeking a part-time Executive Director. The ideal candidate will provide visionary leadership and be a strong advocate for groundwater. They will strategically build relationships across organizations and agencies, develop and evolve programming, secure sponsorships and partnerships, speak across cultural barriers and welcome all voices.

Key Responsibilities

The Executive Director will partner with paid staff and volunteers to work on the long term goals of the organization including:

- Implement a 2-year development plan: Design and execute a 2-year plan to drive organizational growth and secure long-term sustainability.
- Increase young professional participation and engagement: Create programming and leadership opportunities that offer a value proposition that motivates young professional engagement.
- Design a sustainability mission with measurable metrics: Establish and track environmental initiatives that align with our priorities.
- Grow membership value: Improve member programming and create additional member events to increase membership value.
- Engage the membership. Attend most of the organization's events throughout the year to serve as the primary point of contact for members, partners, and constituents.

- Secure sponsorships: Develop and implement sponsorship opportunities with private industry and consultants.
- Manage partnerships: Foster relationships with like-minded organizations to increase the Association's visibility and relevance. Work to leverage the opportunities for shared resources and collaborative events where possible.
- Build conference network: Represent the organization to build relationships to help attract high quality conference abstract submissions, speaker depth, and executive level keynote presenters for conferences and seminars.
- Facilitate synergy between the Association and Foundation: The Association is a 501C4 and the Foundation is a 501C3. Understand the differences and similarities between them to maximize their impact.
- Drive member engagement: Create excitement, value, and participation in the board and committee engagement.
- Manage the message: Ensure consistent and effective communication between the organization and its constituents.
- Partner with Universities and their students: Build relationships with key faculty and student organizations and research programs. Invite regular contributions from lecturers, researchers, and their students. Ensure a lasting legacy of student awareness and pathways to participate with low or no-cost options for events.

Qualifications

- Leadership experience in a groundwater related field.
- A respected reputation and network within Minnesota's Hydrology, Geology, and scientific community.
- Experience in event management, public relations, and presenting.
- Strong interpersonal, listening, and communication skills.
- Ability to represent the organization with enthusiasm and professionalism.
- Available to attend events, including evenings and occasional weekends.
- Strong time management skills, and ability to prioritize multiple responsibilities.
- Experience with professional relationship and partnership building.
- Understanding of social media and managing a consistent message across platforms.
- Fluency with groundwater related policy and challenges.
- Creating value that will drive engagement.

Work Environment

The Executive Director will work closely with our paid business operations staff and volunteer boards. The Association board meets at least once a month, virtually or in person, while the Foundation board meets at least quarterly with virtual and in-person options.

The Association's primary activity is hosting two conferences a year. The Executive Director will help shape the vision of these conferences, grow industry sponsorship and partnership for these events, help manage programming and act as executive representative at in-person events.

The Association is also working to grow member services including regular social events, seminars, field trips, and more. The Foundation works to fundraise, manage the endowment, and distribute funds for groundwater education. The Executive Director will provide a strategic vision to meaningfully employ these financial resources for the benefit of groundwater resources and education. This work matters to the professional community, policy makers, residents of Minnesota, and for a sustainable future.

The Executive Director will primarily work remotely but attend in-person meetings and events.

Compensation

- This part-time contracted position will have an annual compensation of \$25,000 for an expected 8 to 10 hours per week.
- As the Executive Director successfully grows membership, programming, sponsorships, and partnerships the remuneration package will grow.
- The goal is to secure a long-term Executive Director to provide consistency, vision, and execution of long-term initiatives one interaction at a time. Our goal is to establish a profitable partnership in the name of groundwater and groundwater education.

Application Instructions

To apply, submit the following:

- One-page cover letter outlining your qualifications and interest.
- Resume (maximum 3 pages) detailing your relevant experience.

Your application will be confirmed with an acknowledgement of receipt. If selected for an interview, you will be contacted by a member of our team.

Submit application materials to office@mgwa.org. Applications will be reviewed on a rolling basis until the position is filled.

We encourage you to learn more at mgwa.org and invite you to apply.