



November 2020

JOB ANNOUNCEMENT

Well-established New Hampshire nonprofit seeks **Executive Director** to take the organization to the next level! Granite State Rural Water Association is a trade association dedicated to supporting water and wastewater utilities by providing onsite technical support, training classes, and legislative representation. GSRWA was incorporated in 2005 and is a member of National Rural Water Association, the nation's largest water and wastewater utility membership association.

POSITION: Executive Director

LOCATION: New Hampshire

HOURS: 40 hours per week

SCHEDULE: Exempt staff position. Typically Monday – Friday. Salary commensurate with experience.

LEADERSHIP: Reports to the GSRWA's five-member Board of Directors

FUNCTION: The Executive Director's primary responsibilities include, but are not limited to, financial management, public relations, association development, member services, general supervision of technical assistance and training programs, and direct supervision of office operations and Association staff. The Executive Director promotes the growth of the Granite State Rural Water Association and manages its daily operations.

CORE RESPONSIBILITIES

1. With assistance from the Association's out-sourced accounting firm, develop the Association's annual budget, oversee accurate and timely administrative reporting (logs, timesheets, expense reports) grant/contract reporting as required funding agencies, and work with the Association's auditor to ensure timely completion of the annual financial audit and federal and state tax returns.
2. Familiarity with standard financial reports including budgets, profit and loss statements, and balance sheets. Experience with the conventions of nonprofit accounting including management of restricted funds and grants.
3. Promote the development, growth, and financial security of the Association by securing additional funding sources and developing new fee for service opportunities.
4. Identify programs and services to meet the needs of Association Members.

5. Increase Association membership.
6. Work with the board and staff to develop visions for the future and implement strategic plans.
7. Represent GSRWA at legislative hearings, meetings, trade shows, and other functions relative to the water industry.
8. Attend National Rural Water Association's (NRWA) annual in-service training, and annual WaterPro conference in locations outside of New Hampshire in order to benefit from professional development and networking opportunities.
9. Advocate for NH's water and wastewater utilities at the state and national levels. This includes working with NH's delegation and attending the annual National Rural Water Association Rally in Washington, DC.
10. The Executive Director will work with local, state, and federal elected officials and agencies including but not limited to Region One Environmental Protection Agency, NH Department of Environmental Services, the U.S. Department of Agriculture Rural Development and other technical organizations, and industry representatives. It is expected that the Executive Director will continually take the initiative to improve and strengthen these relationships, and will represent the GSRWA in the most effective and professional manner possible.
11. Administer employee benefits including new enrollments.
12. Coordinate IT functions including purchase of computers, software licenses, and data backup of both administrative office and field staff.
13. Maintain an effective, enjoyable, and results-oriented working environment for Association employees.
14. Prepare and oversee publication of Association literature such as the quarterly newsletter.

WORKING CONDITIONS: Work is based out of the Association's administrative office in Walpole, NH, though some remote work may be possible or required in light of COVID-19. Dependability and regular attendance, whether in-office or remotely are mandatory. Occasional attendance at evening and weekend events and meetings. Out of state travel for 3-5 days at time is required approximately four times per year. Personal vehicle is necessary.

QUALIFICATIONS:

Education/Experience: Should possess, at a minimum, a bachelor's degree preferably in business management, accounting, economics, or marketing. Must have knowledge of the water and wastewater field. Ideally have a record of at least five years of proven management and leadership experience. Successful candidates must have excellent verbal and written communication skills, organizational talents, and problem-solving abilities.

Requirements:

Ability to work effectively with association staff, operators, decision makers, regulatory agencies and other professionals.

Skills, Traits and Characteristics Necessary for Success: Applicants who enjoy helping others, are patient, have a positive attitude, take pride in their work and ownership of their career. Must be hard working, self-motivated, innovative and energetic. Seeking a leader who is compassionate, trustworthy, collegial, and has a confident demeanor.

Physical Demands: To perform the essential functions of the position, the following applies: requires standing, stretching, bending, walking, and lifting. Must be able to climb stairs as well as be physically and mentally capable of performing multiple tasks under extended heavy pressure and be able to function in a fast paced environment.

To Apply: Please send a cover letter and resume to:

GSRWA Attention: Human Resources
PO Box 596.
Walpole, NH 03608

Or E-mail to: info@granitestatewater.org

Position is open until filled with a target start date of February 1, 2021.