The Washington Association of Sewer and Water Districts (WASWD) is seeking a new Executive Director to lead our statewide nonprofit water and wastewater trade association in providing strategy, guidance, and support to our members.

Apply by August 1, 2024
About WASWD

Our Mission: To advance the work of sewer and water districts through education, advocacy, and collaboration.

Approximately one quarter of all Washington residents receive water and/or sewer services from a water and/or sewer district. WASWD is a nonprofit trade association that was formed to support special purpose water and sewer districts, public and private water purveyors and industry associates in Washington state.

WASWD Serves its Members in Three Ways:

- **Education**: providing training, webinars, conferences, newsletters, and access to legal and financial assistance.
- **Advocacy**: promoting members’ interests on legal, regulatory, and legislative issues at the state and national level.
- **Collaboration**: facilitating knowledge exchange, mentoring, sharing of resources and benefits.

WASWD Sections and Committees Provide Specific Support:

- Members are divided geographically into four sections that meet regularly for educational and networking purposes.
  - Each section is overseen by a Director that serves on the Board
- Standing and Special member committees include, but aren’t limited to:
  - Executive
  - Government Relations
  - Conference and Training
  - Membership
  - Finance
  - Workforce Development
  - Audit
  - Retrospective Rating Program

Our Members:

- 102 District Members
- 14 Non-District Utility Members
- 98 Associate Members (consultants, service providers, and suppliers)

Our People:

- 15 member Board of Directors
- 1 Full-time Executive Director
- 3 Full-time Staff

Our Professional Service Contracts:

- **Attorney**: to advise and represent WASWD on legal matters
- **Lobbyist**: to advocate at the state level for issues of interest to members
- **Regulatory Affairs**: to help members understand and respond to regulatory issues
- **Communications**: to support strategic plan implementation and membership management
About The Position

The Executive Director (E.D.) serves as the full-time chief administrative employee and oversees daily management and operations of WASWD, reporting to and working closely with the Board of Directors to set and implement its strategic plan.

Supported by a 15 member Board and small staff, the E.D. provides advocacy, education, and networking to special purpose districts and other utilities that deliver essential water and wastewater services throughout Washington state.

Overview:

The Executive Director handles today’s challenges while looking to the future of the water and wastewater industry in Washington State. Safe and reliable water and sewer services are vital parts of every community. WASWD and its E.D. help member districts prepare for and face major challenges, including affordability, regulatory requirements, climate change impacts, long-range water availability, and the quality and health of our waterways and groundwater sources.

Roles and Responsibilities:

• Prioritizes and oversees the work of WASWD staff and consultants, balancing organization needs against the small staff size.
• Actively engages in member management, communications, engagement and recruitment, and addressing issues raised by members.
• Serves as a key link between members and regulatory agencies to provide a unified voice for utility interests.
• Represents the main public face of WASWD in testifying on legislation, and working with state agencies and other organizations.

Compensation and Benefits:

Starting Salary Range: $175,000 to $205,000/year, DOQ

Benefits:
• Medical, Dental and Vision Insurance (100% paid)
• Long-term Disability and Life Insurance
• Paid Vacation, Sick and Holiday Leave
• Longevity Pay
• Continuing Education
• Association Car
• Cell Phone Allowance
• SEP-IRA with 8.5% annual contribution of salary

Desired Qualifications

WASWD is seeking a person with the demonstrated knowledge, skills, and abilities to fulfill the duties and responsibilities of the position with utmost professionalism, integrity, and fairness in meeting with the expectations of the Board of Directors. This can be gained through any combination of experience and/or education.

The applicant’s employment history should demonstrate a proven track record of success and professional development with increasing levels of responsibility. Well-qualified applicants would benefit from the following:

• Understanding of water and wastewater issues, laws and regulations, local and national.
• Experience working with elected officials and board management.
• Experience with legislative, regulatory and legal matters.
• Leadership experience with membership organization(s) including effective membership management, retention and recruitment.
• Experience with fundraising, planning, and implementation.

Ideal Candidate:

The ideal candidate for the position will display the following competencies and characteristics:

• Leadership: recruit, motivate and develop individuals and teams of people to achieve established goals and objectives.
• Communication: clearly and concisely express yourself and effectively convey complex and technical information, orally and in writing, to a variety of audiences.
• Strategic: establish and implement short and long-term plans and objectives to help shape the future of WASWD and its members.
• Collaborative: develop and maintain professional relationships and networks and work effectively with members and local and regional stakeholders with diverse backgrounds and interests.
Work Location and Schedule

**WASWD Office:**

900 SW 16th Street, Suite 305  
Renton, Washington  98057  
800.244.0124

**Business Hours:**

7:30 a.m. to 4:00 p.m., Monday through Friday  
The E.D. also attends evening meetings several times a month.

**Flexible and Remote Work:**

The new E.D. will be expected to work in the office during an initial period of orientation and on-boarding to learn the staff and operations. Remote work will be available after successful completion of the introductory period.

**Travel:**

Given the statewide nature of the Association, regular travel is required to meet with members to build relationships and better understand their concerns. Other travel requirements include attendance at WASWD’s biannual conferences, section meetings, and other conferences and training.

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**How to Apply**

*Click to complete and submit an online application:*

[Apply Online]

The deadline to apply for this position is August 1, 2024.

**Contact**

For questions about the position, please contact:

**Phone:**  206-246-1299  
**E-Mail:**  staff@waswd.org

*The Washington Association of Sewer and Water Districts is an equal opportunity employer that does not discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or any other legally protected characteristic.*