

# CALIFORNIA WATER EFFICIENCY PARTNERSHIP

## EXECUTIVE DIRECTOR JOB DESCRIPTION

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**Status:** Exempt  
**Schedule:** Full-Time

**Location:** Sacramento, CA  
**Salary:** \$100,000-\$125,000

### SUMMARY

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The Executive Director (ED) has primary responsibility for implementing the broad strategic and policy directives set by the Board of Directors. Working with the Deputy Director, the ED has ultimate responsibility for the California Water Efficiency Partnership's (Partnership) staffing, operations and fiscal management. Working with staff members, consultants and members, the ED has ultimate responsibility for the initiation and management of programmatic and member services activities. Working with staff, the ED has ultimate responsibility for obtaining additional resources— financial and otherwise—to support the organization's activities.

### REPORTING RELATIONSHIP

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The ED reports to the Board of Directors and serves at the Board's sole discretion. The Board annually reviews the ED's performance and makes changes to the ED's salary as warranted and consistent with the Partnership's finances.

### RESPONSIBILITIES

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#### Governance

The ED works with the Board Chair and other Board members to prepare the agenda for member meetings, Board meetings and Board committees, such as the Finance and Governance Committees. During member and Board meetings, the ED reports on Partnership's activities. Working with staff, the ED develops meeting materials and arranges all meeting logistics.

Working with staff, the ED ensures the proper conduct of annual elections of Directors and voting on any matter required by the organization's Bylaws to be put to a member vote.

Working with Directors and members, the ED proposes appropriate amendments to the Bylaws.

#### Finances and Budget

Working with the Deputy Director, accountant, and the Finance Committee, the ED prepares quarterly financial statements, annual tax returns and other required filings, and the organization's annual budget for Board review and approval. Within the annual budget, the ED recommends the amount of member dues.

As directed by the Audit Committee, and working with staff, the ED assists in any audit or other financial reviews by outside accountants.

Working with staff, the ED leads activities to raise funds from third parties to support organization activities. These activities include seeking grants, contracts and donations, whether financial, in-

kind and or other types of donations. Working with staff, the ED ensures the proper reporting to these third parties of the use of the resources they have provided.

Working with the Deputy Director, the ED has sole responsibility to implement Board policies on financial reserves and investment of the organization's financial assets through agreements with banks and other investment advisors.

### **Program and Project Direction**

Working with the Board, the ED develops the Partnership's periodic strategic plan and its annual action plans. The Board has final authority to adopt those plans.

Working with staff, consultants, and members, the ED has sole responsibility for implementing those plans through projects, programs, initiatives and other activities. More specifically, to implement the periodic and annual plans, the ED ensures that the Partnership:

- Conducts and promotes water efficiency-related research and evaluation;
- Serves as a technology, research and program information clearinghouse;
- Provides hands-on tools, training and professional networking opportunities;
- Advances the development of modern data analytics;
- Offers technical advice to its members and to local, state and federal agencies;
- Encourages strategic market interventions to help manufacturers, suppliers, retailers, workforce personnel, and others provide more water-efficient products and services; and
- Identifies, initiates, and builds on effective collaborations.

### **Relations with Members and other Stakeholders**

Working with staff, the ED ensures that members receive the highest quality of services possible within the organization's available staffing and financial resources. These services include the provision of staff support to committees, programs, projects, initiatives and other activities.

The ED ensures that staff regularly updates members on activities and other matters of likely interest to members. These updates can include but are not limited to emailed newsletters, new web page content and personal appearances by the ED and staff.

Working with staff, the ED promotes the acquisition of new members and the retention of existing members.

Working with staff, the ED has primary responsibility for building and maintaining effective working relationships with non-member stakeholders such as government agencies, other water conservation and efficiency organizations, trade associations, non-member businesses, and academic institutions. The ED represents and participates on the Partnership's behalf at public, professional and other meetings.

### **Staff**

Within the approved annual budget the ED has ultimate authority to organize staff, including the number and type of staff positions, their job descriptions and their reporting and working relationships.

The ED has ultimate authority to hire, direct, review, discipline and terminate staff members.

In organizing, employing and supervising staff, the ED works closely with the Deputy Director. As appropriate, the ED seeks input from other staff members.

Working with staff, the ED annually develops programmatic and professional goals for each staff member and reviews progress made on the prior year's goals.

With input from the Deputy Director, the ED has sole responsibility for setting the terms of compensation—including benefits, bonuses and incentives for professional development—for staff members.

### **Office Management**

The ED delegates day-to-day operations of the organization to the Deputy Director. The ED retains ultimate authority to: choose vendors; execute leases; hire contractors and other consultants; and make similar decisions involving substantial commitments of the organization's resources.

## **QUALIFICATIONS**

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### **Knowledge/Education/Experience**

The ED has a minimum of 10 years in a water-related, natural resources or environmental field, with at least five years at a management level. The ED holds at least a Bachelor's degree, although a Master's degree or equivalent combination of professional experience and education is preferred. A valid driver's license and safe driving record are required.

In addition, the ED must have:

- Domain expertise in water management and conservation, ideally with at least several years of employment at a water agency or wholesaler;
- A passion for water conservation and the mission of the Partnership;
- Experience with state, federal, and other grant funding sources and requirements, member retention and expansion strategies, and working with a Board of Directors, preferably in a non-profit organization;
- Experience increasing awareness and support for an organization through public outreach, marketing, and relationship building;
- Well versed in the financial and governance issues and best practices for 501(c)(3) organizations;
- Proven program and strategic initiative management skills with project contributors being geographically and organizationally distributed;
- Thorough knowledge of existing and emerging water conservation technologies and practices; and
- Exceptional writing, presenting, and analytical abilities.

## **Leadership Attributes**

The ED:

- Inspires, engages and motivates employees;
- Provides a balanced perspective to the Board relative to Partnership programs, projects, initiatives and other activities and opportunities; and
- Demonstrates the values and ethics of the Partnership so as to act as a role model and mentor with employees, members, agencies, and funding organizations.

## **Physical Requirements**

The ED works in an office environment and travels by car, plane, or other means to meetings in California and, less frequently, other locations.