



**American Water Resources Association
Chief Executive Officer Job Description
June 24, 2025**

The American Water Resources Association (AWRA) is seeking an experienced and passionate individual with strong leadership and managerial skills to plan and execute the programs of this progressive, member-driven association, as well as build relationships with related organizations.

AWRA is a 501(c)(3) tax-exempt, individual membership association, committed to serving the interests of member water resources professionals. Established in 1964 and registered in Chicago, Illinois, **the mission of AWRA is to advance multidisciplinary water resources education, management, and research.** The association has members from all 50 states, District of Columbia, Guam, Puerto Rico, and over 14 countries internationally. It has 22 state sections and 25 student chapters. In addition to hosting conferences and webinars for its members and the community at-large, AWRA produces a renowned scientific publication through Wiley, the *Journal of American Water Resources Association (JAWRA)*.

As Chief Executive Officer (CEO), the position has full responsibility for planning and executing the long-range goals of the organization as determined by the Board of Directors and its leadership and managing AWRA operations, including staff. The work of AWRA is presently carried out by a staff of 2 full-time employees and is governed by a Board of Directors (including the CEO as an ex-officio member) and an Executive Committee (including the CEO as an ex-officio member). This will be a remote position with some travel as needed. Salary and benefits are commensurate with experience. This is a non-exempt position.

DUTIES:

1. Keeps the President, Executive Committee, Board of Directors, and Association staff fully informed on the condition of the Association and all issues influencing the leadership and its members. Attends and reports at Executive Committee and Board of Directors meetings, as needed.
2. Formulates and recommends to the Board of Directors, through the Executive Committee, modifications to existing policy and formulation of new policy which will further the attainment of the objectives of the Board.
3. Executes all decisions of the President, Executive Committee, and Board of Directors except when other assignment of execution is specifically made.
4. Executes all contracts and commitments authorized by the Association.
5. Develops and promotes interest and participation in the programs on the part of its members through the communication media of the Association and personal contacts with the membership.
6. Approves all communications for the general membership and profession-at-large.

7. Oversees the development of the annual budget of the Association
8. Monitors the budget throughout the year. Ensures that all funds, physical assets, and other property of the Association are appropriately safeguarded and administered. Approves all budget expenditures.
9. Invests the reserves of the Association with the advice and consent of the Finance Committee in accordance with established policy.
10. Works with an outside accounting firm in overseeing all financial management responsibilities including the payment of bills, depositing money, preparing and analyzing internal financial statements and annual audit or review, authorizing payroll and signing Association tax returns.
11. Ensures the Association is in full compliance with all local, state, and federal rules governing corporate and program activities.
12. Implements long-term and short-term strategic plan objectives. Develops and reports performance measures to ensure the successful implementation of the strategic plan.
13. Provides strategic direction and leadership to policy and planning committees which are comprised of the Board of Directors and members.
14. Recruits, trains, and oversees the Association staff with full responsibility for promotion or termination. Recommends increases or decreases in staff to the Executive Committee.
15. Oversees recruitment and retention of all members.
16. Maintains effective relationships with the executives of associations, businesses, and industries related to the water resources profession.
17. Stays informed and up-to-date in the field of water resources through the review of regular and special publications of the profession, and attendance at professional meetings and conferences.
18. Stays informed and up-to-date on the profession of Association management through membership in the American Society of Association Executives (ASAE) or another relevant professional leadership association.
19. Carries out other responsibilities and duties as assigned by the President and Executive Committee, or the Board.
20. Plans and conducts the annual conference and specialty conferences including the RFP process, hotel negotiations, development of marketing campaigns, program development, and revenue generation.
21. Oversees internal and external communications, including media relations, newsletters, legislative alerts, and social media.
22. Interacts regularly with component (state and student) chapters/organizations and provides assistance within the resources available.
23. Ensures that excellent customer service is provided to members, sponsors, state sections, student chapters, and other relevant groups, especially through timely and relevant communication and service.
24. Develops and maintains good relations with sponsors and finds additional sponsors.



25. Explores and finds new revenue streams for the Association and recommends these to the Executive Committee and Board.
26. Oversees the operations of *Water Resources IMPACT* magazine.
27. Serves as a strategic partner to an independent JAWRA, providing high-level support to ensure alignment with the Association's broader mission and goals.
28. Oversees the work of all contractors and vendors, except legal counsel.
29. Works in compliance with the AWRA Bylaws.

RELATIONSHIPS:

1. The CEO works under the supervision of the President to implement policies and undertake functions established and discharge duties as specified in the AWRA Bylaws and by the Executive Committee and Board.
2. The CEO is responsible to the President for the administration of the headquarters and for the proper interpretation and fulfillment of the functions, responsibilities, authority, and relationships of the headquarters.
3. The CEO supervises the Association staff to undertake the functions authorized by the Board and within the budget approved by the Board.
4. The CEO is an ex-officio member of the Executive Committee and Board of Directors.
5. The CEO maintains frequent communication and good working relationships with the members of the Association and other water resources organizations.

QUALIFICATIONS:

The successful candidate will ideally possess the following qualifications or demonstrate equivalent experience:

- Professional, respectful, and tactful demeanor.
- Personal and professional ethics beyond reproach.
- Bachelor's degree in water resources is required, Master's and/or Doctorate degrees preferred.
- 10 or more years of professional experience in water resources, including 5 or more years of leadership experience preferably experience with managing a departmental budget.
- Advanced knowledge of water resources is desirable.
- Well versed in national water industry trends and has strong verbal and written communication skills, including interpersonal, presentation, writing, and public speaking skills.
- Ability to communicate complex professional and advocacy issues. In addition, the final candidate will be recognized as a relationship network builder who recruits and influences others in support of the organization's goals and objectives.



- Knowledge of finance, marketing, and small business management.
- Strong staff management and volunteer leadership skills.
- Adept at thinking creatively and bringing new ideas and a fresh perspective to the association's leadership.
- Proven ability working with the people at all levels of government, municipal and public agencies, utilities, industry, academia, associations, research foundations, and philanthropies.
- Demonstrated ability to formulate and implement strategic goals and plans with the ability to translate strategy into executable objectives.
- Successful track record of working with a Board of Directors and external partners is desirable.
- Successful history using analytics and metrics to improve performance.
- Be able to travel across the country and internationally as needed.
- While standard hours apply, must be willing to work occasionally overtime, including evenings and weekends, as business needs arise.
- Highly energized to engage and respond to the perspectives of a broad range of stakeholders.

SALARY RANGE:

Salary starting at \$100,000 and commensurate with experience and skill set.

Email cover letter, resume, and three references in confidence to:

Ms. Rabia Ahmed, President-AWRA
rahmed@greeneconomics.com

Materials must be received by **July 25, 2025**. Position will be available on **October 1, 2025**.

No phone calls, please.