

Executive Director



The New England Water Works Association has partnered with Spano Pratt Executive Search to identify the new Executive Director. For a confidential conversation and to learn more about this opportunity please contact Rose Spano Iannelli.

We will be reviewing and confidentially meeting with viable candidates until the position is filled, however inquiries received after January 18, 2019 may not be considered.

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Organization

The New England Water Works Association (NEWWA), a section of the American Water Works Association, is a membership organization for those working or interested in the drinking water profession. Headquartered in Holliston, Mass., it brings together water utilities, consultants, manufacturers, vendors, regulators, academia, and other interested parties to network, educate, and advocate.

Established in 1882, the New England Water Works Association (NEWWA) is a not-for-profit member organization incorporated in 1982 under the commonwealth of Massachusetts and is recognized as a 501c3 non-profit educational, research and philanthropic organization. It serves the region that comprises the New England area; Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont. The association is the leading authority on education, training opportunities and public outreach to protect and improve drinking water and water utility operations. NEWWA continues to be an instrument of change to advance the knowledge, science, government awareness, public trust, and environmental stewardship of the water works profession.

In 1987, NEWWA Inc. affiliated itself with the American Water Works Association (AWWA) as a section to provide the opportunity for members to join and receive all benefits of both associations at a reduced rate. To this day, members still have the option of joining NEWWA, Inc., or AWWA with NEWWA as the designated section. AWWA unites the diverse water community to advance public health, safety, the economy, and the environment.

The association serves as a key resource for approximately 2,800 members including water utility managers, operators, consulting engineers, manufacturing representatives, suppliers, educators, regulators, citizens interested in water, and related companies and organizations.

NEWWA's Vision- is to inspire excellence in the drinking water profession, public confidence in tap water, and water resource stewardship. In alignment with this stated vision, NEWWA has a Planning Committee working with a cross section of membership which has delivered a 10-year vision plan document.

NEWWA's Mission - is to promote public health, safety, quality of life, and environmental stewardship through education/training, advocacy, and outreach relating to safe drinking water and to advance the membership as noted in the American Water Works Association (AWWA) Articles of Incorporation.



NEWWA's Governance -Since 1882, NEWWA Inc. has served drinking water professionals from across New England. In 1987, NEWWA Inc. affiliated itself with the AWWA as a section to provide the opportunity for members to join and receive all benefits of both associations at a reduced rate. To this day, members still have the option of joining either NEWWA Inc., or AWWA (with NEWWA as the designated section). The current Board of Directors of NEWWA is a highly engaged group of 17 water professionals working within the New England region.

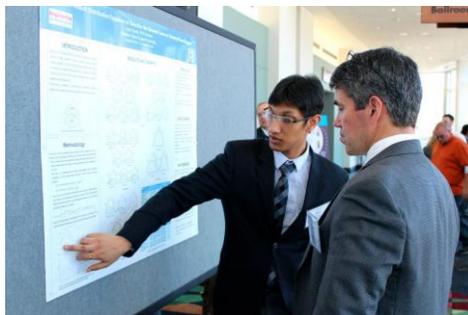
The Board of Directors is structured with a clear succession plan and currently has a President, President-Elect, Past President, Vice President, Treasurer, Assistant Treasurer, American Water Works Association Director, and State Directors for each New England State represented in the membership as well as 3 Directors at Large. The Board of Directors meets in full seven times per year. For more information on the board please visit:

<http://www.newwa.org/About/BoardofDirectors.aspx>.

NEWWA's culture is collaborative in nature with staff and members displaying a kindred spirit and enjoying a fun, family-like atmosphere. The organization delivers a robust offering of programs, educational opportunities, conferences and special events through the combined efforts of 13 full-time paid staff, adjunct instructors and a large volunteer committee structure.

NEWWA's committees are key and are the lifeblood of the organization and are described as fun, dynamic people, and the best way for members to integrate into the water works business. With over 90 committees covering topics from distribution, to laboratory, to conservation, to public relations, security, legislative work, and more, there is a large selection. NEWWA's committees comprised of volunteers each have a staff liaison and reside under a specific council:

- 💧 Administration Council - 7 committees
- 💧 Recognition Council - 15 committees
- 💧 Communication Council - 7 committees
- 💧 External Affairs Council - 6 committees
- 💧 Environmental Stewardship Council - 3 committees
- 💧 Professional Development Council - 5 committees
- 💧 Management Council - 3 committees
- 💧 Operations Council - 5 committees
- 💧 Water Quality/Treatment Council - 5 committees
- 💧 Standards Council - 39 committees as designated by the American Water Works Association



Education and Certifications -NEWWA offers more than 300 training courses each year on distribution, treatment, water resources, public education, cross connection, backflow prevention, safety, security, and management, and is accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET).

NEWWA also offers a five-track Certificate Program for operators in distribution operations, treatment, safety, cross connection, and management. Set up like a college degree program, applicable courses taken with NEWWA over the past 6 years may be applied toward completing a track.

For more information about NEWWA visit:

- 💧 NEWWA.org
- 💧 Facebook.com/newaterworks
- 💧 Twitter.com/newaterworks
- 💧 Youtube.com/newaterworks

For more information about AWWA visit AWWA.org



Position Profile – Executive Director

The Executive Director of New England Water Works Association (NEWWA) will be a strategic thinking and collaborative inspirational leader with an alignment around the association’s mission and a passion for supplying safe drinking water. The new leader will work to continue and enhance the climate of mutual respect, positive work environment, and trust among staff, volunteers and the membership. The position is regional in nature and the Executive Director will work with the state sections to develop relationships across the New England water community, as well as position the organization as a thought leader nationally.

The board recognizes that to be successful, the new Director will ensure the association continues with the focus to provide and deliver exceptional educational offerings, which is the corner stone of NEWWA’s competitive advantage.

Key Success Measurements:

- 💧 Serve as spokesperson and “face” of the organization. Increase the visibility of the organization, continually strengthen the NEWWA brand and enhance awareness of NEWWA’s value in all aspects of our organization.
- 💧 Better use and incorporation of technology in all aspects at NEWWA; operations and systems, outreach efforts, education, volunteerism, networking and other major functions.
- 💧 Effectively communicate and inform staff and volunteers regarding expectations, progress toward goals and business operation updates.
- 💧 Work with the Director of Education to build upon education/training revenue to ensure the sustainability and continued quality of programs and services.
- 💧 Improve revenue diversification including programs, educational offerings, sponsorships and philanthropy while ensuring alignment with the mission.
- 💧 Ensure the paid staff, volunteers and all financial resources are properly allocated and in alignment with goals to execute the strategic plan.
- 💧 Increase and promote opportunities for member engagement and involvement.
- 💧 Maintain or increase the number of members and member satisfaction as measured in periodic satisfaction surveys.

Essential Job Functions Include:

- 💧 The Executive Director of NEWWA will raise awareness and promote the value of water and the water works profession. Strategic initiatives include:
 - Expand membership and increase member participation; recruit and develop volunteers to become champions for programs and future leaders of NEWWA.
 - Develop opportunities that will provide value to our members, including networking and educational training opportunities.
 - Continue to build collaborative relationships with other organizations.
 - Serve as the leader and spokesperson of the Association and represent NEWWA professionally to all constituents and in the community at all times.
 - Plan and execute strategies and tactics to increase awareness and maintain the appropriate relationships and partnerships with constituents.
 - Develop relationships with the state sections of the New England region through visits, existing and new collaborative activities which includes; Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.
- 💧 Be an efficient and fiscally responsible steward of the resources allocated.
- 💧 Establish and effectively manage budgets ensuring the organization is properly resourced and its financial obligations are met.

- 💧 Select and appoint key leadership staff; set measurable goals and clear expectations that align with the strategic plan, delegate responsibility, communicate consistently, provide a structure to regularly monitor performance and document evaluations.
- 💧 Foster a positive environment of teamwork and accountability.
- 💧 Ensure the Association and educational programs are delivered to participants at the highest professional level and exemplary outcome levels are achieved.
- 💧 Regularly monitor any relevant environmental changes and trends affecting the Association and its members; capitalizing on opportunities and making adjustments as needed.
- 💧 Produce strategic concepts and outcome measures to build on existing programs and along with the board, create and execute the plan for a sustainable future for the organization.
- 💧 Position the Association as a thought leader and be seen as a respected authority.
- 💧 Assure the Board of Directors is kept fully informed of the ongoing status and those factors influencing its activities. Prepare strategic plans, arrange for accurate meeting notes and assistance and guidance in whatever area necessary related to effective governance and necessary deliverables as stated in the by-laws.

Accountabilities:

The Executive Director manages 13 full- and part-time staff, engages with a large volunteer committee structure, oversees an annual operating budget of approximately \$2.5 million and reports to the President and Board of Directors.



Professional Experience, Skills and Attributes

- 💧 Minimum of a Bachelor's degree from an accredited institution.
- 💧 Experience serving as spokesperson and "face" of an organization.
- 💧 Experience leading a membership organization. Certified Association Executive-(CAE) certification is desirable.
- 💧 Strong business acumen and demonstrated success in leading a similar size or larger organization.
- 💧 Experience must include high-level strategic planning, program execution, demonstrated success in budgeting, demonstrated success increasing revenue, business development, community relations, and strong leadership.
- 💧 Must possess a commitment to the vision and passion; to inspire excellence in the drinking water profession, public confidence in tap water, and water resource stewardship.
- 💧 A personal commitment to and deep understanding and interest to increase the impact of the NEWWA mission to promote public health, safety, quality of life, and environmental stewardship through education/training, advocacy, and outreach relating to safe drinking water and to advance the membership as noted in the AWWA Articles of Incorporation.
- 💧 Demonstrated skills and knowledge in subject matter related to the water sector preferred.
- 💧 An engaging and dynamic manner that demonstrates sincere concern, and support when working with staff, individual participants and members.
- 💧 Personal qualities of maturity, strong work ethic, and a roll-up-my-sleeves attitude.

- 💧 Agility, creativity, collaborative and the ability to thrive in an evolving environment.
- 💧 Must be a strong communicator, have excellent written, presentation, oral communication and interpersonal skills.
- 💧 Self-motivation and strong desire to adapt best practices and learn particularly in the area of technology.
- 💧 Comfort in working and/or residing in New England, USA region.
- 💧 Knowledge and understanding of the membership and board governance business model.
- 💧 Proficiency with standard office productivity applications (e.g. Microsoft Office Suite).

Travel

This position requires some travel, including meetings held in alternating New England states, conferences including AWWA conferences and national events, and engagements with members and other constituents.

Location

The headquarters of NEWWA and main training facility is centrally located in the area of Holliston, Massachusetts which is approximately 30 miles southwest from the state capital and city of Boston.

