Executive Director Position Opening at Clean Water Action Council

The Clean Water Action Council of NE Wisconsin is seeking an Executive Director to start January 2, 2027.

This is a 20 hours-per-week position with flexible hours offering the opportunity to guide the organization, founded in 1985, into the next decade. Work at the UW-Green Bay office with college interns, board members, and volunteer members to carry out the mission of protecting human health and the environment in NE Wisconsin. Help determine priority issues and actions with this well-established organization.

The current salary is $32,000 per year for this half-time postion. Additional paid time is possible. Benefits include two weeks' paid vacation, compensation time, use of a laptop computer, mileage at the federal rate, personal phone or health insurance stipend of $50 monthly.

Learn more about CWAC at www.cleanwateractioncouncil.org

Application instructions.

- A pre-application office visit is encouraged. Call 920-495-5127 for an appointment.
- Email a letter of application, a resume, and references to contact@cleanwateractioncouncil.org

The Clean Water Action Council (CWAC) Executive Director (ED) shall perform the following duties, and other duties as determined by the Board of Directors:

GENERAL ADVOCACY

- Be informed about issues and events that fall within CWAC's mission
- Present issues to the Board to consider for CWAC action. Carry out directives of the Board.
- Network and communicate with other environmental organizations on issues, strategy, and actions.
- Respond to member and citizen requests for support of environmental and/or human health issues as approved by the Board.
- Testify or make comment on proposed rules, permits, and legislation with notification to the Board and prior approval for issues that may be controversial with members and the board.
- Produce a Weekly/Monthly Update on the most pressing issues and events for the coming week(s) by sharing news articles, actions, permits notices, events, jobs, and resources and email to members and selected parties.
- Oversee production of social media posts on behalf of CWAC.
- Maintain relations with local media. Provide press releases and background to contacts within the Media. Seek opportunities to provide print, radio and/or TV commentary on local issues.
- Maintain relationships with other local and state environmental organizations such as Door County Environmental Council, Midwest Environmental Advocates, Wisconsin River Alliance, Clean Wisconsin. etc.

ADMINISTRATION

- Maintain published office hours and supervise volunteers and interns in doing their work.
- Respond in a timely manner to all emails, phone calls and communications from the Board, members, and the public.
- With the CWAC Treasurer or designated board member, pay bills, manage banking, maintain organization records, and complete required reports on a timely basis.
- With the CWAC Treasurer or designated board member, make timely payment of all recurring expenses including all leases, rentals, subscriptions, and contracts required to operate CWAC. Communicate all spending in detail to the Treasurer and Board and seek Board involvement for off-budget expenditures greater than $50.
- Work with the President as the Board's liaison person to answer questions and receive guidance on issues and operations.
- Advise the Board to develop or revise policies for Board members, employees, and interns.
- Oversee planning and organization of the Annual Meeting, Banquet, and Silent Auction including scheduling speaker, entertainment, donations, and working with a venue for menu and banquet needs. This major fundraiser event also utilizes board members, volunteers, and intern support.
- Be responsible for seeking funding through membership growth, grants, donations and planned giving.
- Conduct outreach efforts to maintain and increase membership
- Accept donations and promptly write thank you letter to donors.
- Working with Board, plan annual spending (create budget) and prepare a strategic plan for providing the necessary funds for CWAC operation.

INTERNSHIPS

- Plan and budget for internships annually.
- Advertise internship positions, conduct interviews, and make hiring recommendations.
- Train and supervise interns.
- Provide an exit interview at end of each internship.

DUTIES TO THE BOARD

- The ED shall schedule and prepare meeting agendas with the president and prepare monthly reports to the board.
- Seek Board approval for number of intern positions to offer and approval of a candidate offered a position after receiving an application and conducting an interview.
- Most duties requiring Board approval are cited in the above sections.
- The ED will be supervised by the Board of Directors with the President as the primary supervisor who will provide guidance as needed.

- **Salary and benefits.**
- This is a part-time position of 20 hours per week. The hours per week are flexible with a preference for working two days per week from the office supervising interns and volunteers. Compensation time is provided when the schedule requires more than 20 hours in a week.
- The ED is paid an annual salary of $32,000 in twelve payments after the end of each month.
- Two weeks paid vacation paid at six month and twelve month intervals.
- The UW-Green Parking fee is paid by CWAC.
- A telephone stipend of $50 per month is paid directly to ED's phone company or could be applied to health insurance.
- A computer with the needed software will be provided for use by the ED.
- An annual salary increase of no less than $500 annually will be considered for satisfactory performance.
- Bonus(es) may be paid to the ED if the ED is responsible for obtaining grants, donations, and/or memberships which significantly exceed past levels and the funds are available for salary.

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