

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, 2025, or earlier, when executive director Dean Hoegger retires.

This is a 20-24 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 salary range is \$22,000-\$28,000, depending on experience and additional staffing. Benefits include two weeks paid vacation, use of laptop computer, mileage and phone expenses.

Learn more about CWAC at www.cleanwateractioncouncil.org

For a complete job description and benefits, email contact@cleanwateractioncouncil.org with "Requesting Executive Director Application Information" in the subject line.

The Clean Water Action Council (CWAC) Executive Director (ED) shall perform the following duties, and other duties as shall be 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 CWAC actions. 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 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.
- Assist the Community Education Director with mailing and emailing the quarterly newsletter.
- 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 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 venue for menu and banquet needs. This major fundraiser event also utilizes board member, volunteer, and intern support
- Is responsible for seeking funding through membership growth, grants, donations and planned giving.
- Conduct outreach efforts to maintain and increase membership
- Accept donations and 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.

- The ED will work cooperatively with the Education Director, if that position is filled.

Salary and benefits.

- This is a part-time position of 20-24 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 20-24 hours in a week.
- The ED is paid an annual salary of \$22,000-\$28,000 in twelve payments at the end of each month.
- Two weeks paid vacation.
- The UW-Green Parking fee is paid by CWAC.
- A telephone stipend of \$40 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.

Application instructions.

- A pre-application office visit is encouraged. Call 920-421-8885 for an appointment.
- Mail or email a letter of application, a resume, and references to contact@cleanwateractioncouncil.org
Or mail to
CWAC, PO BOX 9144, GREEN BAY, WI 54308

The below duties are currently the responsibility of the Executive Director but may be given to and Director of Education (DE) to reduce the ED's workload, while transitioning into the position. The Board may hire the current ED as the Director of Education who will have the duties as noted below. If that is the case, at some time in the future, these duties would be transferred back to the ED.

DIRECTOR OF EDUCATION (DE)

- Develop, update, and give public presentations on topics CWAC has engaged for civic organizations, schools, churches, and other potential audiences.
- Produce Educational Forums sponsored by CWAC. Seek presenters, venues, and potential co-sponsors. Goal is four forums per calendar year.
- Publish Quarterly Newsletter publication including enforcing timelines, hiring, and working with an outside editor to prepare the final copy, printing of the finished copy, and seeing to its distribution.

- The DE is answers to the Board and is supervised by the President or the Vice-President if the DE serves as the President.