



**Job Title:** Executive Director  
**Incumbent Name:** Alan Roberson  
**Manager Title:** ASDWA Board of Directors  
**FLSA Classification:** Exempt  
**Updated as of Date:** September 2024

### **Organization Summary**

The Association of State Drinking Water Administrators (ASDWA) is the professional Association serving state drinking water programs. Formed in 1984 to address a growing need for state administrators to have national representation, ASDWA has become a respected voice for state primacy agents with Congress, the United States Environmental Protection Agency (EPA), and other professional organizations.

### **Job Summary**

The Executive Director leads the daily operations of ASDWA plus developing and implementing long-term strategic planning. The Executive Director is responsible for both fiscal and programmatic management as well developing the Association's culture of transparency and collaboration. The Executive director is responsible for managing staff and supporting their professional growth and development.

### **Essential Job Responsibilities**

To perform this job successfully, each essential job responsibility must be performed satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential job responsibilities. Other responsibilities may be assigned to meet business needs.

- Collaborate with the Board of Directors to identify, create, and implement strategic plans to actualize business objectives
  - Provide the day-to-day oversight of the Association to assist the Board of Directors with achieving its goals and advise the Board of Directors on the Association's activities.
  - Promote the Association's mission and strategic vision.
  - Identify potential risks and opportunities within the Association and its environment.
- Develop and direct strategy to support and enhance ASDWA's day-to-day operations. Execute business decisions to drive organizational success by establishing business goals, optimizing financial operations, managing compliance with regulatory and legal requirements, overseeing and streamlining daily operations, and executing special business projects.
- Oversee all programmatic activities with ASDWA's members and Federal agencies.
- Develop and nurture the Association's culture. Align staff with the strategic direction and provide leadership to optimize performance.
- Manage relationships with external stakeholders, constituents, partners, and regulatory agencies.
- Represent the Association at events in ways that strengthen its mission and strategic objectives.

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- Other duties as assigned and aligned with ASDWA’s strategic goals.

**Requirements:** The requirements listed below are representative of the knowledge, skills, and/or abilities required to successfully perform the job as well as the education and experience requirements.

Education and Experience:

Education:

- Bachelor’s degree in environmental studies (environmental policy or environmental science or environmental law), engineering, public health, physical science, natural science, biological science, or related field, required. Master’s Degree, preferred.

Experience:

- 12+ years of experience in progressive senior leadership roles, required.
- 8+ years of supervisory experience, required.
- P&L/Budget experience, required.
- Association experience, preferred.
- Environmental, public health, and/or drinking water experience, preferred

Knowledge, Skills and Abilities:

- Advanced working knowledge of the Drinking Water Sector, including the relevant legislation and regulations plus factors involved with implementing them
- Exceptional interpersonal and communication skills, exhibits a positive attitude and a professional demeanor
- Demonstrated strong organizational leadership skills
- Ability to manage and motivate staff and assist in staff development and professional growth to not only execute needed tasks but to take on leadership and management roles for significant organizational goals
- Strong written and oral communication skills, a focused listener
- Ability to be diplomatic, resourceful, and persuasive
- Ability to anticipate challenges and effectively resolve conflict by identifying opportunities
- Ability to work with creativity and flexibility in a fast-paced environment
- Ability to work independently as well as collaboratively with internal and external stakeholders
- Ability to create new processes and demonstrate sound judgment
- Ability to pro-actively manage and develop direct reports and teams
- Ability to lead change management initiatives
- Strong business acumen and financial management skills

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job responsibilities.

- Ability to execute standard office tasks.

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**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential job responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job responsibilities.

- Hybrid office schedule, currently at 60% in-office (Tuesdays, Wednesdays, and Thursdays in-office). DC presence is required with some flexibility available for working in the DC office versus work-from-home

**Travel:** up to 30%, as needed.

This job description does not imply that the stated requirements are the only expectations for the job. Incumbents are expected to perform any other duties that may be assigned. ASDWA has the right to revise this job description at any time. ASDWA is an “at-will” employer and as such, neither this job description nor your signature constitutes any form of contractual agreement between the employee and ASDWA.

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