



WESTERN DAKOTA REGIONAL WATER SYSTEM

Job Description: Executive Director

October 2024

Invest your passion in bringing clean, abundant water to Western South Dakota as the next Executive Director of Western Dakota Regional Water System (WDRWS). Even if you do not check all the boxes outlined in this job announcement, we would appreciate the opportunity to consider your application.

CORE RESPONSIBILITIES

The new Executive Director reports directly to the WDRWS Board of Directors and will advance and increase the impact of WDRWS's mission by:

- Building and developing organizational vision and structure.
- Fostering positive relationships with political, governmental, community, legislative, and community leaders for the purpose of authorizing and appropriating funds for the WDRWS.
- Developing, overseeing, and executing the annual budget and fund development plan.
- Leading and empowering a team of highly skilled and experienced professionals.
- Sustaining WDRWS's long-term credibility as a nonpartisan and nonpolitical convener and facilitator.
- Understanding governmental water programs at the Tribal, local, state, and federal levels and developing funding opportunities to meet the operating and capital.

QUALIFICATIONS

- Five years+ of senior leadership in roles at the organizational, program, or departmental level that included financial oversight, people management, and strategic planning, in an organization with an operating budget of at least \$500,000.
- Experience in working with governmental and political entities that support water development, including Congress, various Federal departments, Tribal governments, the South Dakota Legislature, various state boards, and the South Dakota Department of Agriculture and Water Resources.
- Broad and in-depth knowledge of organizational management, including funding, administration, management, board relations, risk management, and operations.
- Understanding of rural/regional water projects, including working with engineering firms that plan and design large water systems.

- Experience in project management principles and skills, including the foundations of the PMP certification.
- Experience guiding an organization through challenges, growth, and change.

DESIRED CAPABILITIES AND ATTRIBUTES

Visionary and Strategic Leader

- Appreciation of, commitment to, and confidence in the mission and overall value of WDRWS.
- A systems-thinker who is nimble, flexible, able to absorb many viewpoints, and quickly offers paths forward that consider the collective perspectives of others.
- Proven commitment to building communities and partnerships.
- Advances work through regional collective vision, collaboration, and facilitation.

Exceptional Communicator, Facilitator and Networker

- Strong verbal, written and presentation skills across diverse audiences.
- Possess the desire and ability to network, interface and easily build deep and meaningful connections with local, federal, and state governments and officials to move work forward.

Skilled Administrator and Empowering Team Leader

- Leads WDRWS operations and ensures employees and business practices comply with regulatory and legal requirements.
- Anticipates short-term and long-term revenue and capital and operational needs and develops and executes strategies to ensure financial resources for continued progress.
- Recruits, engages, appreciates, and respects staff and provides mentoring and support to augment their growth and fulfillment.
- Secures, maximizes, and manages contracts and grants from federal, state, and private sources Effectively manages risk and uncertainty.

This description is not intended to be an all-inclusive list of responsibilities, duties, and requirements for employees in this position. Job descriptions may and do change periodically.

Full-time position with benefits; compensation negotiated, based on qualifications. The deadline for applications is Friday, November 8, 2024.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. If you require reasonable accommodation, please contact Cheryl Chapman at cheryl.chapman@wdrws.org.