



Executive Director Position Profile
January 2019





ORGANIZATIONAL AND POSITION OVERVIEW

For more than a decade, Sweet Water has collaborated with diverse stakeholders in efforts to secure healthy and sustainable water resources in the Greater Milwaukee watersheds. We base decisions on sound science, taking a watershed approach that bridges jurisdictional and social boundaries and recognizes that how we manage the land affects our water resources. Sweet Water is committed to restoring the Greater Milwaukee watersheds to conditions that are healthy for swimming and fishing. We bring diverse partners together and provide the leadership and innovation necessary to protect and restore our shared water resources. Dramatic and visible improvements in the Greater Milwaukee watersheds inspire widespread protection and celebration, connecting the region's prosperity to the health of our shared water resources. Sweet Water is a dynamic and fluid organization which occupies a unique niche within the wider community of practice working on watershed issues in the region, including governmental, non-profit, and private sector partners. Sweet Water aims to be a lean and nimble organization bringing high-level leadership, problem analysis, strategic planning, collaboration building, and resource development capacities to the watershed community of practice. The value provided by Sweet Water is both at the forefront and behind the scenes. It is built upon relationships of trust and good will developed by staff that foster and elevate the capacities and good work of others towards our shared objectives of watershed restoration. Sweet Water was founded on the core principal that it should never be about the organization, but rather, about the work already happening in the watershed. The ways and means through which Sweet Water brings this value is evolving and will continue to evolve in response to evolving opportunities and constraints and feedback from the community of practice that Sweet Water serves.

The annual operating budget is currently \$270K, with 2.5 staff members and a fellow. Sweet Water is looking for a thoughtful leader who will be central to the organization as it continues to meet the challenges of our watersheds in the future. Sweet Water's work is guided by our Board of Directors. Members of the Board represent diverse stakeholders and include leaders of municipalities, businesses, utilities, and nongovernmental organizations. The new leader will have experience in moving a diverse cohort of individuals and organizations. He or she will be a relationship-oriented professional who cares deeply about sustainable water resources, understands the current issues and initiatives in the watersheds and the communities and who has a vision for how to move that work forward in a collaborative manner. The ideal candidate will champion water quality endeavors, accentuate the exceptional efforts of others, work with others to achieve greater goals and more efficiencies, and procure funding for current and future work. A fundamental role of the organization is to continuously analyze the changing external environment, develop strategic responses to those changes, and work in collaboration with government, utility, private sector, and non-profit stakeholders to implement impactful and transformational projects and policies. To this end, a key function of Sweet Water is to keep up to date, through attendance at relevant meetings and related reading and other research, and to generate strategic insights, plans, and partnerships.



The Board and partners are looking for a new Executive Director who seamlessly integrates his or her passion with sound strategy and the need to engage key partners to achieve Sweet Water's mission. The ideal candidate has a solid resource development strategy in mind with strong leads and connections to revenue sources. The Executive Director needs to work well with others and find a balance between maintaining Sweet Water's identity and supporting the work of partners. He or she will be someone who can adeptly put structures and processes in place to effectively monitor quality of project outcomes, financial health and other areas of impact.

More information on Sweet Water and its work can be found on the website: www.swwtwater.org.

PRIMARY LEADERSHIP RESPONSIBILITIES

I. FUND DEVELOPMENT AND RESOURCE REVIEW:

- 1) Create and oversee a comprehensive fund development plan that provides long-term diversified, sustainable support for the organization.
- 2) Seek and obtain funds to support the mission, goals and purposes of Sweet Water through private and public grant procurement, multi-sector industry business development and more.
- 3) In conjunction with the Treasurer, report to the Board regularly on the organization's financial performance data in relation to the annual budget.
- 4) Steward strong relationships with potential and current donors.
- 5) Ensure compliance with all government and funder reporting requirements.
- 6) Lead all donor stewardship and recognition efforts.
- 7) Quantify strong outcomes and results to maintain current, and secure new, funders.
- 8) Identify individuals and organizations that would add strength to the organization.

II. PROGRAM ADMINISTRATION AND EVALUATION:

- 1) Facilitate ongoing communication between Sweet Water and its partners.
- 2) Develop the annual conference and other water quality forums and meetings to share lessons and insights and foster collaborative problem analysis and solution building across the watershed community of practice.
- 3) Continuously analyze the changing external environment and develop strategic responses to those changes.
- 4) Manage grant-funded partnerships, ensuring achievement of high quality on budget, and on schedule outcomes, consistent with Sweet Water policies and practices.



- 5) Build partnerships, collaborative decision-making, joint funding proposals for collaborative work and joint project implementation.
- 6) Effectively manage multiple projects and contracts within a complex budget.
- 7) Oversee and manage the work funded by key major funders to ensure all actions are consistent with the mission, goals and purposes of Sweet Water.
- 8) Report on progress to funders and partners.
- 9) Establish metrics to evaluate progress and success.

III. BOARD AND STAFF RELATIONSHIPS:

- 1) Lead the Board of Directors to ensure all actions are consistent with, and help further the mission of, Sweet Water.
- 2) Communicate regularly with the Board Chair on any significant issues affecting the organization.
- 3) Support the operation of, and assist the Board in, effectively leading and managing the Board's committees.
- 4) Develop an annual budget and forecast the future financial picture of Sweet Water.
- 5) Act as the representative of the Board of Directors as it relates to public relations and marketing efforts of the organization.
- 6) Ensure a collaborative team building culture that builds on the development of trust, mutual respect and open communication.

IV. RELATIONSHIP BUILDING, COLLABORATION AND PARTNERSHIP DEVELOPMENT:

- 1) Establish and strengthen connections throughout the region that will synergize grant funding, create project partnerships and draw public attention to Sweet Water's work.
- 2) Foster a culture of trust, respect, lesson sharing, good will, collaboration, and ambition across the watershed community of practice.
- 3) Develop a strong spirit of collaboration between multiple and diverse stakeholders through joint grant development and collaborative projects.
- 4) Carry out relevant outreach consistent with Sweet Water's current strategic plan; Use this document to effectively steward the ongoing course of the organization.
- 5) Develop strong collaborative relationships with partners who will carry out projects that address Sweet Water's goals.



- 6) Build partnerships and enhance collaborative decision-making and joint project implementation.
- 7) Increase the number of diverse and engaged stakeholders.

MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

- Working knowledge of current and emerging issues impacting the watersheds.
- Fund development experience is a must.
- Undergraduate degree required.
- Understanding of not-for-profit program and infrastructure administration, as well as Board and Committee structures, preferred.
- Highly organized with demonstrated ability to balance deadlines and projects.
- Demonstrated ability to work effectively and efficiently in a small team environment.
- Experience working in collaborations and familiarity with conflict resolution strategies in collaborative relationships.
- Demonstrated ability to foster and elevate the success of others.
- Strong problem analysis and strategic thinking skills in the context of a complex set of issues, stakeholders, constraints, and drivers.
- Ability to think across a complex landscape of opportunities and challenges and develop strategies engaging multiple stakeholders to achieve triple bottom line, cost efficient outcomes.
- Strong interpersonal relationship building and leadership skills.
- Entrepreneurial spirit with desire to balance a multitude of tasks and responsibilities.



GUIDELINES FOR APPLICANTS

For full consideration for this position, all of the following materials must be sent, electronically, combined into one document, to SWWT@leadingtransitions.com, no later than **5:00 p.m. CT on Friday, February 8, 2019**:

- A. A letter describing your qualifications for the Executive Director position and your interest in Sweet Water's mission including a description of your salary parameters;
- C. A detailed and updated resume and,
- D. The names of, your relationship to, and contact information for three professional references.

Attention: Mindy Lubar Price, President & CEO,
Leading Transitions LLC
1345 North Jefferson St., Suite 350
Milwaukee, WI 53202
www.leadingtransitions.com

The Transition Committee of the Sweet Water Board of Directors plans to have this Executive Director position filled by April 2019.

Please note:

- References will not be contacted until a candidate has been notified.
- Background checks will subsequently be performed, with candidate permission, and are required to be hired for this position.
- All inquiries and interactions with potential candidates are kept in confidence.

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