

RED RIVER WATERSHED MANAGEMENT BOARD

Initial Posting – August 2017

Position: Executive Director

Overview: The Red River Watershed Management Board (RRWMB) was created by an Act of the Minnesota Legislature in 1976 to institute, coordinate, and finance projects and programs to alleviate flooding and assure the beneficial use of water in the Watershed of the Red River of the North and its tributaries. The RRWMB consists of one representative from each of the member watershed districts participating in the *Joint Powers Agreement* (Joe River, Two Rivers, Roseau River, Middle-Snake-Tamarac Rivers, Red Lake, Sand Hill River, Wild Rice, and Bois de Sioux).

The Executive Director is directly responsible to the Board for management, leadership and administration of all affairs of the Board including budget, policy, personnel, legal, and technical.

Essential Functions Include:

- Provide leadership for RRWMB approval for:
 - Coordinating and implementing a 5-year strategic plan including policy, projects, programs;
 - Reviewing and updating Board mission, vision, and purpose;
 - Reviewing and updating Board committees and responsibilities;
 - Designing and implementing a RRWMB public relations strategy;
 - Developing policies for human relations and staff;
 - Advancing full basin membership in the RRWMB.
- Establish long- and short-range objectives and plans to ensure outcomes are consistent with RRWMB vision
- Prepare, analyze, and manage a comprehensive budget
- Create, develop and support effective working relationships within districts, counties, SWCDs, cities, businesses, regional and basin organizations (including RRRRA, RRBC, NDJWRB, NWRDC, RRMDTN Wk Grp) and non-government organizations
- Work independently and with partners (USDA, Corps of Engineers, state and federal agencies, NGOs, LGUs) to ensure long and short-range objectives are met
- Inspire others to achieve results by promoting and communicating support
- Provide leadership to, and supervision of, the Executive Assistant for day-to-day support
- Work directly with and supervise the RRWMB lobbyist and other consultants
- Exercise leadership in identifying emerging water and natural resources issues in the Red River Basin and develop/promote creative and innovative strategies to address them including state and federal policies and rules impacting the RRWMB (i.e., EQB rules, Drainage work group, WCA rules, 404 assumption, TALU, 103E/103G policies)
- Work to influence state legislators and federal congressional leaders by advocating on behalf of the RRWMB policies, programs, and projects including providing testimony for state and congressional hearings
- Travel as necessary with occasional overnight travel for meetings and conferences

Key Qualifications Include:

- Baccalaureate degree preferred
- At least 10 years professional-level, full time work experience

- Evidence of success working with diverse groups and developing and maintaining strong relationships with clients and staff from various agencies, LGU, NGO
- Excellent verbal and written communication skills, including experience delivering dynamic presentations to large and small audiences and composing clear and concise written documents
- Ability to communicate information and ideas effectively
- Experience initiating, leading, and managing projects and carrying them to successful and timely fruition
- Ability to mitigate challenging situations with professionalism, creativity, and tact
- Ability to motivate and persuade constituents and stakeholders through processes of change with successful outcomes
- Experience effectively conducting and facilitating meetings and forums
- A high capacity for self-motivation
- Use of critical thinking and decision-making skills to identify solutions, conclusions or approaches to issues and problems
- Successful experience directing a board of managers
- Knowledge of watershed management issues and strategies
- A high standard of professionalism
- Proficiency in Microsoft Office Suite
- A valid driver's license and own transportation with reimbursement for business-related travel and all project-related expenses
- Authorization to work permanently in the United States

Salary and Benefits:

- Starting salary is \$105,000 to \$120,000 annually DOQ
- RRWMB offers a comprehensive benefits package (including MN PERA)

How to Apply:

- Submit a current resume and one-page letter of application stating why you are qualified for this position to the following website:

www.rrwmb.org

Click on Executive Director position

- Application deadline is 5:00pm on Friday, September 29, 2017. Applications received after the stated time and date may not be considered
- Questions pertaining to this position can be emailed to jay.leitch@ndsu.edu
- Position start date will be negotiable

July 25, 2017