

Job Description: Executive Director

Organizational overview: 3 Rivers Wet Weather (3RWW) is a nonprofit environmental organization created in 1998 to support 82 Allegheny County municipalities and the City of Pittsburgh in addressing the region's wet weather overflow problem. Founded jointly by the Allegheny County Health Department (ACHD) and the Allegheny County Sanitary Authority (ALCOSAN), 3 Rivers Wet Weather has historically been funded by federal, state and local resources, including local foundations, and is currently under a service agreement with ALCOSAN. 3RWW is committed to improving the quality of Allegheny County's water resources by helping communities address the issue of untreated sewage and stormwater overflowing into the region's waterways. To promote the most cost-effective, long-term, sustainable solutions, 3RWW benchmarks sewer technology, educates myriad audiences, coordinates regional approaches, and advocates for changes in public policy to support a consolidated municipal sewer collection system.

Reports To: Board of Directors

Full-time Position

Position Summary:

Responsible for the organization's consistent achievement of its mission and financial objectives.

Essential Job Functions:

1. Provide leadership in developing program, organizational, and financial plans with the Board of Directors and staff and carry out plans and policies authorized by the Board.
2. Promote active and broad participation by stakeholders in all areas of the organization's work.
3. Maintain a working knowledge of regional wet weather issues in southwestern Pennsylvania, including any significant developments and trends in the field.
4. Collaborate with organizations, municipalities, ALCOSAN and other regional partners in addressing wet weather challenges and working toward long-term, sustainable solutions.
5. Facilitate multi-municipal collaboration and consensus-building efforts to address regional wet weather issues furthering the mission of 3 Rivers Wet Weather and supporting ALCOSAN's Clean Water Plan for the region.

6. Collaborate with the Board and staff developing a long-range strategy to toward growth and expansion of 3 Rivers Wet Weather and its mission.
7. Represent 3RWW— its history, accomplishments and goals—to key audiences, including Foundations, legislators, local elected officials, community leaders, municipalities, the media, and other key stakeholders.
8. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
9. Ensure that the Board is kept fully informed on the condition of the organization and all important factors influencing it.
10. Publicize the activities of the organization, its programs, and goals.
11. Represent the programs and point of view of the organization to agencies, organizations, and the general public.
12. Ensure that adequate funds are available to permit the organization to carry out its work.
13. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
14. Build and maintain an effective operational team promoting staff development resources with opportunities for professional growth.
15. Maintain a climate that attracts, keeps, and motivates a diverse staff of professionals to collaborate with creativity and dedication to assist our stakeholders to find solutions to the economic and environmental impact of wet weather in our region.

Essential Job Requirements:

- Seven or more years of senior management experience.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Strong written and oral communication skills.
- Experience preparing and submitting grant submissions preferred.
- Proven ability to successfully and effectively work and communicate with a wide variety of people from diverse backgrounds.

- Collaborative experience working with Allegheny County communities preferred.
- Non-profit training and/or experience preferred.
- Demonstrated ability to oversee and collaborate with staff.
- Ability to exercise tact and diplomacy in organizational settings.
- Strong public speaking ability and experience.
- Physical requirements – Sitting, climbing stairs.
- Valid Pennsylvania driver's license, access to an automobile and proof of insurance.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Salary and benefits provided on request.

Submit a cover letter and resume via email to Bill Hixson, Operations Manager. bhixson@3rww.org by 5 p.m. Monday, October 19, 2020.