



Executive Director Upper Mississippi River Basin Association

The Upper Mississippi River Basin Association (UMRBA), a 5-state interstate organization, is seeking a proven leader to manage its operations and effectively facilitate dialogue and cooperative action on behalf of its member states regarding water and related land resource issues in the Upper Mississippi River Basin.

About the Upper Mississippi River Basin Association

The UMRBA is a regional interstate organization formed by the Governors of Illinois, Iowa, Minnesota, Missouri, and Wisconsin to voice and coordinate the states' common water resource interests and work with federal agencies that have river responsibilities. More specifically, the Association endeavors to:

- Serve as a regional interstate forum for the discussion, study, and evaluation of river-related issues of common concern to the states of the Upper Mississippi River Basin.
- Facilitate and foster cooperative planning and coordinated management of the region's water and related land resources.
- Create opportunities and means for the states and federal agencies responsible for management of water resources in the Upper Mississippi River Basin to exchange information.
- Develop regional positions on river resource issues and serve as an advocate of the basin states' collective interests before Congress and the federal agencies.

UMRBA's activities span a broad range of issues, including commercial navigation, ecosystem restoration and monitoring, water quality, aquatic nuisance species, flood risk management, hydropower, and spill response. A staff of 4 permanent full-time and 3 project-term employees is based in St. Paul, MN. Additional information is available on the UMRBA website at www.umrba.org.

Job Summary

The Executive Director is responsible for all UMRBA administrative duties and policy- and program-related initiatives. This includes:

- Regularly consult with, and provide counsel to, UMRBA's Board (i.e., Governor-appointed representatives of its five member states) regarding organizational strategy, priorities, policies, and program development.
- Communicate, promote, and implement the member states' joint priorities and perspectives regarding water resource-related issues in the Upper Mississippi River Basin.
- Manage UMRBA's program activities, studies, and research.
- Coordinate with state and federal agencies, elected officials, policy makers, opinion leaders, scientists, and nongovernmental organizations, including industry and nonprofit interest groups.
- Represent UMRBA at national and regional meetings.
- Administer UMRBA's financial and personnel matters; including budgeting, investment management, accounting oversight, and negotiating and executing contracts and other financial agreements.

Position Qualifications:

- Bachelor's degree in water resources, economics, public affairs, transportation planning, natural resources, environmental science/management, or related field. Advanced degree strongly preferred.
- Progressively responsible experience in water resources, public policy, or related area.
- Knowledge of interstate, river-related issues and federal legislative and budgetary processes.
- Strong interpersonal and team-building skills.
- Experience working with, and facilitating, interagency groups.
- Exceptional written and verbal communication skills.
- Excellent analytical and strategic planning skills.
- Excellent judgment and ability to work both independently and as part of a team.
- Willingness and ability to travel, on average once or twice per month.

Employment Type: Full time
Salary Range: \$61,500 - \$91,104
Benefits: 25 percent of salary in lieu of pension and medical insurance
403(b) retirement savings plan (employee elective deferrals only)
Paid holidays, vacation, and sick leave

Deadline for Resumes: Applications must be postmarked by June 30, 2017

Questions should be directed to:

Tim Hall, UMRBA Board Chairman
Iowa Department of Natural Resources
502 East Grand Avenue
Des Moines, Iowa 50319
Tim.hall@dnr.iowa.gov

Letter of Interest and Resume to:

Margie Daniels, Administrative Assistant
Upper Mississippi River Basin Association
408 St. Peter Street, Suite 415
St. Paul, MN 55102
mdaniels@umrba.org

The Upper Mississippi River Basin Association is an equal opportunity employer and does not discriminate on the basis of ethnicity, religion, national origin, gender, age, gender identity, gender orientation, family status, or mental or physical limitations unrelated to bona fide job requirements.

Upper Mississippi River Basin Association
Position Description
Executive Director

Position Title: Executive Director

Status: Permanent, full-time, salaried position

Summary: The Executive Director is responsible for overall management of UMRBA's program activities, administration of its financial and personnel matters, and liaison with other organizations and government agencies.

Reports to: UMRBA Board, consisting of Governor-appointed representatives of five member states

Dimensions: Manages annual budget of approximately \$650,000, including grants and cooperative agreements with federal agencies. Manages staff of 4-6 professionals. Travel obligations constitute approximately 15 percent time.

Relationship with the Board:

UMRBA is a Board-driven organization that relies heavily on the leadership and initiative of staff. The Board has the ultimate responsibility and authority to set policy and commit the organization to a course of action. The Executive Director: a) maintains regular consultation with the Board regarding organizational strategy, priorities, policies, and program development; b) develops action plans and resolves problems as they occur; and c) offers counsel and professional judgment on strategic considerations and policies based on both an understanding of the issues and the policies and positions of each of the member States. The Executive Director's authority to speak on behalf of UMRBA and member states is broad, but always grounded in the policies and positions articulated by the Board, often interpreted and inferred through professional judgment.

Essential Duties and Responsibilities:

A. Policy Development and Advocacy

- Provide information, advice, and counsel to the Board in the creation of policies, programs, work plans, and strategic direction of the organization.
- Monitor and analyze policy, legislative, and programmatic issues and initiatives related to the 5 year strategic plan
- Prepare and/or guide development of UMRBA position statements, study reports, testimony and letters of comment, and other UMRBA publications and official correspondence.
- Communicate, promote, and implement UMRBA's priorities and positions on river issues.

B. Program Activities

- Develop and guide program activities, studies, and research.
- Identify new opportunities for UMRBA to better meet its member states' needs and fulfill the strategic plan, its goals and mission.

C. Communications and Outreach

- Work with state and federal agencies, policy makers, elected officials, opinion leaders, scientists, and nongovernmental organizations, including industry and nonprofit interest groups to achieve UMRBA's goals and policy objectives.
- Develop agendas, background materials, and minutes for UMRBA quarterly meetings and special meetings of the Board.
- Represent UMRBA at meetings of national and regional organizations, meetings with government officials, and Congressional hearings. Serve on national and regional boards and councils, with Board approval.

D. Financial Management

- Develop and administer UMRBA annual budget.
- Oversee all accounting functions, including those necessary for auditing, budgeting, financial analysis, payroll, and tax reporting.
- Manage investments in accordance with Board-approved investment policy.
- Responsible for administration of contracts, grants, and cooperative agreements, including receipt and expenditure of funds.

E. Organizational Management

- Assist Board in development of administrative policies and procedures.
- Assure compliance with UMRBA Articles of Association, By-Laws, Manual of Personnel Practices and Procedures, and other governing and administrative documents.
- Recruit, hire, supervise, train, and evaluate staff, in accordance with Manual of Personnel Practices and Procedures.
- Maintain UMRBA's 403(b)(7) retirement plan
- Ensure compliance with state and federal employment and tax laws.
- Evaluate, negotiate and secure appropriate vendor services, including insurance, financial auditing, employee benefits, and banking and investment services.
- Negotiate and execute leases.

[Approved based on Board input May 2017]