



Central Valley Clean Water Association (CVCWA)

Executive Officer Position Description Full-Time – Independent Contract Position

ABOUT CVCWA

The Central Valley Clean Water Association (CVCWA) is the only association dedicated solely to representing the interests of wastewater collection and treatment agencies in California's Central Valley. It is a nonprofit alliance of cities, counties, special districts, and public and private organizations committed to ensuring that wastewater treatment and collection regulations are fair, effective, and serve the public interest.

CVCWA's growing membership includes more than 50 public agencies and 10 affiliate members, collectively serving more than seven million people across the Central Valley—from the northern border of California to the Delta waterways and down to the northern tip of Los Angeles County. Together, these members work to protect water quality and public health.

CVCWA advocates for science-based, practical regulations and promotes the exchange of information so members can succeed in a complex and evolving regulatory environment.

POSITION SUMMARY:

The Executive Officer serves as CVCWA's chief executive and works in close partnership with the Board of Directors to lead the organization and advance its mission, strategic plan, and goals. The role provides overall leadership for CVCWA's advocacy, operations, member services, and organizational infrastructure.

Key responsibilities include identifying and analyzing issues affecting members, preparing technical reports and public policy comments, representing and advocating for CVCWA members' interests before regulatory agencies, keeping members informed on emerging matters, and overseeing the association's day-to-day operations. The Executive Officer also manages finances, advances projects and programs that benefit members, supervises contract staff and consultants, and implements Board policy.

In this role, the Executive Officer helps secure practical regulatory outcomes that protect the financial resources of public wastewater agencies while safeguarding public health and the environment.

ESSENTIAL POSITION FUNCTIONS:

Advocacy & Collaboration

- Monitor and analyze local, regional, state, and federal regulatory issues that may affect CVCWA members and develop technical reports and public policy comments to mitigate potential impacts to member agencies.
- Represent and advocate for CVCWA members' interests through testimony at public hearings and meetings with regulatory agencies, including but not limited to the State Water Resources Control Board and the Central Valley Regional Water Quality Control Board.
- Build and maintain strong working relationships with other clean water associations, environmental organizations, industry groups, and other partners to build effective coalitions and identify opportunities for collaboration.
- Attend and provide technical expertise at various meetings, including but not limited to environmental stakeholder groups, regulatory task forces and workgroups, trade associations, and scientific organizations.
- Develop written reports and provide alerts on key regulatory issues to keep CVCWA members informed and engaged.

Leadership & Organizational Management

- Provide strategic leadership and ensure the effective management, administration, and growth of CVCWA in accordance with applicable laws, bylaws, Board policies, and organizational objectives.
- Work effectively with diverse membership, understand member needs, and identify how CVCWA can help address key business challenges.
- Prepare and direct the preparation of clear and concise reports, correspondence, policies, procedures, and other written materials.
- Review and edit reports, consultant work products, and other CVCWA publications and correspondence for quality, consistency, and clarity of message.
- Manage consultant contracts, solicitation processes, grant applications and agreements, and project agreements with member and non-member agencies.
- Oversee the selection, training, and performance evaluation of CVCWA contract staff and consultants.
- Develop administrative policies and implement business process improvements to increase efficiency and deliver high-quality member service and value.
- Develop policies governing CVCWA operations, secure Board approval, and ensure regular review and updates.

Board, Committee/Workgroup/Special Projects and Member Relations

- Develop Board agendas, facilitate Board meetings, and ensure the timely preparation of meeting materials.
- Prepare the annual work plan, budget, and membership dues structure for Board approval in support of CVCWA's strategic priorities.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Manage the planning and implementation of CVCWA's annual conference and other workshops, including program development and event planning.
- Coordinate and support CVCWA committees, workgroups, and special projects, including providing support needed to committee and workgroup chairs.
- Respond to member inquiries in a timely and effective manner.
- Prepare or oversee the preparation of monthly newsletters, news blasts, and other materials for distribution to members or posting on the CVCWA website and social media channels.

- Develop and implement communication and outreach plans that inform current members and support recruitment of new members.

Fiscal Oversight

- Oversee all financial aspects of the organization, including cash flow, expenditures, budget planning, expense control, and resource allocation.
- Prepare the annual operating budget for Board review and approval.
- Support the ongoing fiscal health of CVCWA through membership retention and growth, sound financial reporting, and completion of routine audits.
- Keep the Board informed about CVCWA's financial condition and resource needs.
- Review and approve invoices from consultants and other professional service providers before payment.

POSITION QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Bachelor's degree in engineering, environmental science, chemistry, natural resources management, public policy, environmental law or a related water quality or water management field; an advanced degree is preferred.
- At least 10 years of progressively responsible experience, including at least five years in a senior executive or management role.
- Experience working with or advocating before regulatory bodies, including testimony at public hearings on behalf of a trade association, professional organization, business, or public agency.
- Demonstrated success in stakeholder engagement, consensus building, and collaborative decision-making.
- Proven experience in program and project management, strategic planning, and budget oversight.
- Excellent interpersonal, negotiation, and communication skills.
- Experience working with a Board of Directors is highly desirable.
- Strong knowledge of California water policy affecting wastewater collection, treatment, and water recycling is required.

POSITION CORE COMPETENCIES AND PERSONAL CHARACTERISTICS:

The ideal candidate is a strategic, collaborative, and politically astute leader who can represent and advocate on behalf of CVCWA effectively and guide the organization with sound judgment, integrity, and focus. This person should be able to analyze complex issues, build consensus among diverse stakeholders, and communicate clearly and persuasively on behalf of the association and its members.

The Executive Officer should also demonstrate:

- Executive presence and credibility as the external voice of CVCWA.
- Strong relationship-building skills, with the ability to earn trust, facilitate teamwork, and work effectively across differing perspectives.
- Deep familiarity with the wastewater sector and the ability to maintain credibility and effective working relationships across the industry.
- A positive, mission-driven, and adaptable leadership style suited to a fast-moving environment with changing priorities.
- Strong administrative and organizational skills, including process improvement and fiscal oversight.

ADDITIONAL EXPECTATIONS AND TERMS OF THE POSITION:

- **Compensation:** This is an independent contract position. The agreement amount is anticipated to range between \$230,000 and \$260,000 per year. The final agreement terms will be negotiated with the successful candidate.
- **Travel:** Travel throughout California is required to meet with member agencies, attend regulatory proceedings (mostly in the greater Sacramento area), participate in speaking engagements and conferences, and conduct other association business. Some overnight travel is anticipated.
- **Work arrangement:** No base office space or equipment is provided. The Executive Officer is expected to provide and maintain their own office space, utilities, computers, printers and related hardware, phone service, standard office software, and general office supplies.
- **Work Expectations:** This position requires regular in-person attendance at meetings, to ensure effective advocacy and to build strong relationships with regulators, partner organizations, and CVCWA members.
- **Time commitment:** This is a full-time independent contract position with an expected minimum of 40 hours per week. Sick leave and vacation pay are not provided separately.
- **Benefits:** Benefits are not provided; the compensation provided is intended to enable the individual to obtain benefits independently.
- **Expenses:** As stipulated in the agreement, expenses, such as those outlined below, will be reimbursed with Board approval:
 - Approved business travel expenses.
 - Copying and reproduction expenses beyond routine day-to-day office needs.
 - Postage expenses beyond routine day-to-day office needs.
 - Specialty software or hardware, including accounting software.
 - Other necessary business expenses.

HOW TO APPLY

Email cover letter, resume and three professional references to: Info@CVCWA.org. Priority consideration will be given to applications received by 5:00 PM on August 10, 2026. However, the position will remain open until filled.

More information about CVCWA can be found on the Association's website at www.CVCWA.org.