



Organization: Texas Alliance of Groundwater Districts

Position: Executive Director

Posted: March 11, 2015 (**open until March 26, 2015, candidates should block March 30-31, 2015 for possible interviews in Austin)**

Location: Austin, Texas

To apply: Submit a cover letter, resume, and salary history to Joe B. Cooper, General Manager, Middle Trinity GCD, at mtgcd1@centurylink.net

The Texas Alliance of Groundwater Districts (TAGD) TAGD is a 501(c)(3) educational association that supports Texas groundwater conservation districts (GCDs) and their efforts to conserve, preserve, and protect Texas groundwater. We aim to serve as a resource on groundwater issues, assist member GCDs in keeping current with state requirements, and facilitate communications among GCDs, the Legislature, state agencies, and the public.

TAGD members include 80 member GCDs and nearly three-dozen organizations that work in the groundwater field. As part of our educational efforts, we organize quarterly business meetings and seminars, as well as the annual Texas Groundwater Summit, a multi-disciplinary groundwater conference and exhibitor show attended by more than 300 water professionals. We also perform continuing research projects on GCDs and groundwater management in the state, including the compilation of a comprehensive Groundwater Conservation Districts Index on TAGD's website.

TAGD is seeking a high-energy, creative individual to serve as Executive Director of the organization. This position will work closely with TAGD's Program Director and requires extensive contact with TAGD members, the public, agency personnel, and legislative staff. The successful candidate should have a personal commitment to non-profit work and Texas water issues. Experience with the Texas legislative process, water policy, and/or hydrogeology is a plus. The individual should be self-motivated and have the ability to work both independently and collaboratively. Strong communications and writing skills are also required.

Essential Functions

- Administer and manage the overall activities of TAGD, including financial matters, reporting to the TAGD Executive Committee through the TAGD President
- Provide vision and guidance to the board on the direction and future of the organization
- Serve as the point of contact for membership needs and services
- As directed by the membership, serve as a spokesperson for TAGD and serve as a resource and representative voice in communications with legislators, legislative staffers, TAGD members, agencies, other organizations and the public
- Manage TAGD employees and provide direction and guidance to TAGD contractors
- Oversee quarterly meeting and Texas Groundwater Summit planning and preparation
- Track legislative and agency matters related to groundwater and serve as a resource to members on these matters
- Oversee and maintain TAGD's Groundwater Conservation District Index
- Oversee the maintenance of TAGD's online resources (website, social media, and Google)
- Perform outreach related to groundwater management and conservation, including drafting articles and newsletters for TAGD's website and other outlets
- Research and oversee fundraising and membership opportunities to ensure and enhance the financial status of the organization

Qualifications

- Experience managing an organization, overseeing employees, and reporting financials
- Bachelor's degree required; advanced degree or law degree desirable
- Experience with the Texas legislative process, water policy, and/or hydrogeology
- Ability to meet deadlines and work independently on multiple projects
- Experience with fundraising a plus
- Willingness to office-share and telecommute, travel, and work some weekends and evenings
- Competency with social media outlets, computers, and commonly-used software; experience with web design/content management systems, GIS, and/or Quickbooks a plus

Because TAGD is a small organization with only two employees, all employees share in the administrative duties of running the office. Compensation and benefits are commensurate with experience and background and will be competitive with similar 501(c)(3) organizations. For more information about TAGD, visit www.texasgroundwater.org.