



## Career Opportunity

### California Stormwater Quality Association (CASQA) **Assistant Executive Director**

Annual salary of \$200,000 - \$250,000, dependent upon qualifications and experience.

The California Stormwater Quality Association (CASQA) is seeking a highly motivated and experienced professional to join our team as the Assistant Executive Director. This pivotal role supports the Executive Director in leading the organization's efforts to advance sustainable stormwater management protective of California's water resources, through collaboration, education, and advocacy.

“Now, more than ever, the work in the stormwater management field is critical to achieving a more resilient future.”



## Who We Are

CASQA is a 501(c)(3) organization, dedicated to the advancement of stormwater quality management, science and education. With over 2,000 members, our membership is comprised of a diverse range of stormwater quality management organizations and individuals, including cities, counties, special districts, federal agencies, state agencies, ports, universities and school districts, power suppliers, wastewater agencies, water suppliers, industries, and consulting firms throughout the state. Collectively, CASQA represents over 34 million people in California.



## What We Do

To achieve our mission and vision, CASQA leads a significant number of programs and initiatives focused on solutions such as maximizing stormwater capture, minimizing pollution through true source control, increasing funding for stormwater programs, and approaching stormwater as a resource (as opposed to a waste). We advocate to achieve these outcomes via regulatory and legislative processes. Education is core to everything, reflected in our training programs, outreach materials, and events. Our work is based on the best available science and achieved by collaborating and working through partnerships with our members and other organizations. We are mission focused, driven by our Strategic Plan and the Vision for Sustainable Stormwater Management.

# The Position

The Assistant Executive Director is integral to CASQA's leadership team, providing essential support to and partnership with the Executive Director to steer the organization toward its strategic goals. Depending upon qualifications, this position will lead either legislative or regulatory programs, as well as lead staff in other programmatic and service areas. The Assistant Executive Director will support daily operations of the organization, ensure resource efficiency, foster strong relationships with stakeholders, and lead the development and execution of impactful programs that advance CASQA's mission. The position requires the ability to lead and work independently, while also working in close collaboration with a variety of members, partners, and staff. The position is fully remote, though the individual must reside in California.

# The Candidate

The ideal candidate is ready to make an impact in a growing and dynamic organization.

The Assistant Executive Director is a seasoned leader with a proven track record in legislative and / or regulatory advocacy. They possess exceptional communication skills, adept at articulating complex issues to a variety of stakeholders, including government officials, association members, and other partners. This individual is a persuasive advocate for CASQA's mission and a facilitator of solution-based discussions that lead to actionable outcomes.

Strategically minded, the candidate is a thought leader, able to navigate complex challenges and craft clear, forward-looking strategies that advance CASQA's Strategic Plan. They are a results-oriented producer who consistently delivers high-quality work products that meet CASQA's standards of excellence. Holistically, the ideal candidate also embodies in themselves, and can inspire in others, CASQA's Core Values.

With strong financial acumen, the candidate is adept at managing budgets and implementing cost-effective practices that enhance the association's financial stability. They are an effective organizational manager who supports and inspires a high-performing team, promotes career development and mentoring, and fosters open, constructive communication. This individual ensures that programs and initiatives meet the highest standards of quality. The ideal candidate is a collaborator, ready to work in partnership with the Executive Director, CASQA staff, volunteers, partner organizations, and more to advance sustainable stormwater management.

# Core Competencies

## Advocacy, Engagement, and Public Policy

Knowledgeable and experienced in legislative and / or regulatory advocacy, particularly in California; can effectively represent the association's interests before government bodies, build coalitions, and influence public policy. Fosters strong relationships with members, partners, regulatory agencies, and other stakeholders. Effectively represents CASQA, consistent with the Strategic Plan.

## Communication Skills

Confidently articulates complex issues to diverse audiences, including legislators, regulators, media, public, and association members, while being a persuasive and passionate advocate for CASQA's mission. Manage and produce internal and external communications to effectively convey CASQA's initiatives and achievements.

## Strategic Thinking

Demonstrates thought leadership by analyzing complex situations and charting clear, strategic paths that propel the organization forward.

## Program Development

Leads and supports the creation, execution, and evaluation of programs and projects that advance CASQA's Strategic Plan.

## Producer

Consistently generates and delivers original work products that are outcome focused and uphold CASQA's standard of excellence.

## Operational Management

Assists in overseeing day-to-day operations, ensuring efficient and effective management of resources (includes financial and human resources). Strategically assesses the needs of the organization, identifies and recommends priorities, aligns resources to achieve those priorities, and is accountable for outcomes.

## Team Leadership

Supervises and mentors staff and volunteers, fostering a collaborative and supportive work environment.

## Value-Driven

Exemplifies CASQA's Core Values, placing equal importance on how we do our work as well as what we achieve.



# Qualifications

## Education

Bachelor's degree in Environmental Science, Engineering, Biological or Physical Sciences, Public Administration, Public Policy, Communications, Political Science, or a related field. Advanced degree is valued but not required.

## Experience

Minimum of 10 years of progressively responsible experience in managerial, regulatory, or legislative functions. Experience and familiarity with membership associations, stormwater, and / or water sector in California is valued.

# Salary and Benefits

**Annual salary of \$200,000 - \$250,000**, dependent upon qualifications and experience, plus a benefits package that includes:

## Vacation

Unlimited vacation policy that strikes a balance between meeting the organizations needs and encouraging work-life balance for the employee.

## Health Insurance

Fully paid for the employee. CaliforniaChoice program that allows employees to optimize the employer contribution by selecting from a large range of providers and plans to meet their individual and / or family needs.

## Retirement Plan

403(b) plan. Employer contribution, with option for additional employee contributions.

## Workplace Flexibility

Staff work remotely in California, enabling CASQA to hire the most capable individuals throughout the state (travel required as-needed, primarily within California).

## Strategic Plan

The Strategic Plan is our roadmap, ensuring that CASQA is mission and vision focused, our programs and resources are in alignment with the mission and vision, and we are accountable to our members.

## Vision for Sustainable Stormwater Management

CASQA's Vision for Sustainable Stormwater Management establishes the basis for what we are trying to achieve in stormwater and focuses on solutions that lead to achieving shared common goals.





## Application Process

**For first consideration, apply by November 1, 2024.** Two rounds of interviews are anticipated, with a subset of candidates invited to an initial interview, and finalists invited to a second interview.

Complete applications consist of a cover letter (2 page max), resume, and references (3). Applications should demonstrate your ability to communicate clearly and effectively.

In the cover letter, address the following:

- Why are you interested in joining the CASQA team as the Assistant Executive Director?
- How has your experience prepared you for the Assistant Executive Director position?
- How would you add value to CASQA in this position?

[Apply Now](#)

