



www.esjcoalition.org

Position Opening: Executive Director East San Joaquin Water Quality Coalition

Job Title: Executive Director
Position: Full-Time, Exempt
Reports To: Board of Directors
Location: Central Valley of California; administration office Modesto CA

Organization Overview

The East San Joaquin Water Quality Coalition (ESJWQC) is a non-profit organization formed in 2003 to represent farmers in the Eastern San Joaquin River watershed in order to enable these farmers to comply with the Central Valley Regional Water Quality Control Board's (Central Valley Water Board) Irrigated Lands Regulatory Program (ILRP), which is implemented through waste discharge requirements referred to as an ILRP Order. The ESJWQC is the recognized Third Party that administers the Central Valley Water Board's ILRP Order for its members. As the accepted Third-Party, the ESJWQC implements water quality monitoring programs to identify water quality problems in agricultural areas, works with its members to solve identified problems, collects data and information from its members for submittal to the Central Valley Water Board, conducts extensive education and outreach to growers regarding implementation of management practices to protect water quality, and prepares reports that must be submitted to the Central Valley Water Board on an annual basis. Growers that are assisted by the ESJWQC are located within the Eastern San Joaquin River watershed, encompassing Stanislaus, Merced and Madera counties, east of the San Joaquin River. Members grow primarily specialty crops, including tress, vines, feed and forage crops. The ESJWQC area encompasses over 700,000 acres of irrigated land and the ESJWQC serves over 3,400 members.

The ESJWQC is funded through annual acreage assessments on participating growers, and a portion of the fee assessed is paid directly to the State Water Resources Control Board (State Water Board), as required by the State Water Board's regulations. The ESJWQC is governed by a 11-member Board of Directors representing the interests of growers in the ESJWQC region.

More information on ESJWQC's mission and services can be found at www.esjcoalition.org.

III Executive Director Scope and Duties

The Executive Director reports directly to the ESJWQC Board of Directors (Board).

The Executive Director serves as the day-to-day agent and executive for the Board. The Executive Director is the first point of public contact for the ESJWQC, serving as an intermediary between the Board and the public, news media, government agencies, non-governmental organizations, and other interested parties, except in cases where the Board has specifically delegated those duties to another party. The Executive Director is responsible for planning and scheduling Board meetings in consultation with the Board and other contractors/consultants, and in conformance with ESJWQC's bylaws. Other administrative duties include preparing or assisting in preparing agendas, financial reports and budgets, banking (in coordination with the Treasurer), and maintenance of all ESJWQC corporate records

(including notices and minutes of meetings, and banking, tax, and other records). The Executive Director attends Board meetings (generally on a monthly basis or as scheduled by the Board), and other related meetings as directed by the Board, such as public meetings to solicit community input on or regulatory approval for Coalition-related activities.

The Executive Director provides oversight and managerial direction on matters related to the performance and efficiency of all Board contractors/consultants. This includes providing feedback to the Board regarding consultants' work products, budgets, and invoices, particularly toward confirming such materials are consistent with the Board's expectations and any separate agreements. Other contractors/consultants may include, but not be limited to, engineering firms, tax preparers and legal counsel. The Executive Director is asked to confirm whether a conflict of interest exist with the Board and other ESJWQC contractors/consultants, in accordance with ESJWQC's Conflict of Interest Policy.

Beyond the core services described above, the Executive Director may be asked by the Board to provide additional services, depending on the candidate's demonstrated experience, efficiency, and skills.

Additional services may include some or all of the following:

- Additional ESJWQC Board Duties including but not limited to coordinating with consultants on topics and current issues such as surface and groundwater, participating on the Finance Committee including annual budget development and communicating with consultants and vendors on budgets, and general finance duties such as approving invoices and tracking spending
- Member Outreach Duties including but not limited to preparing and presenting content for Annual member meetings, preparing and presenting content at outlier meetings, corresponding with members such as writing and reviewing member notices, letters and postcards, as well as reviewing, editing and approving written and digital communications, and preparing and working with consultants on the Annual Member Report
- State and Central Valley Water Board outreach duties including but not limited to maintaining periodic contact with Central Valley Water Board ILRP staff and Board members, attending ILRP stakeholder meetings, and attending other related meetings on issues of mutual interest
- CVSALTS related duties including attending monthly meetings of the Executive Committee and Central Valley Salinity Coalition, reviewing policy documents that implement the Salt and Nitrate Control Programs, and other related committee meetings
- Participating in the 13 Coalition effort to develop Groundwater Protection Formulas, Values and Targets
- Participating in the Central Valley Groundwater Quality Collaborative ("CVGMC"), which is a multi-coalition effort to coordinate groundwater quality trend monitoring efforts as required by the ILRP
- Participating in the Management Practice Evaluation Program (MPEP) Northern Coordination Committee, which is a multi-coalition effort to coordinate efforts to develop a MPEP that meets the requirements of the ILRP
- Any additional activities as assigned by the Board of Directors.

V Desired Qualifications

The ESJWQC desires to find an individual that has experience in administration, managing nonprofits, preparing financial reports, managing issues related to water quality, public affairs, public meetings, and communications. Familiarity and experience with the ILRP, the Central Valley Water Board and the State Water Board is highly preferred.

VI Compensation & Benefits

Compensation and benefits are negotiable and dependent upon experience.

VII Application Process

Please submit via email a Cover Letter, Resume, and list of three (3) references. The cover letter should include why you are interested in this position, and how you can assist and enhance the work of the ESJWQC.

Email application as one (1) PDF document not to exceed 5 pages to: klassenparry@gmail.com

The position will remain open until filled by the ESJWQC Board.

X Questions

Questions may be sent by email to:

klassenparry@gmail.com

Provide a phone number along with any emailed questions in case a telephone response is needed.

Thank you for your interest in working with the East San Joaquin Water Quality Coalition.