

California Water and Environment Modeling Forum



JOB ANNOUNCEMENT

Executive Director Position

The California Water and Environment Modeling Forum (CWEMF) is seeking an enthusiastic individual familiar with California's water and environmental issues to serve as its Executive Director. CWEMF, a non-profit, non-partisan interdisciplinary professional organization consisting of volunteers from the public and private sectors, works on issues related to the analysis and modeling of water and environmental systems in California. Since its formation in 1994, CWEMF has provided a neutral arena in which to develop consensus on the availability and quality of physical, biological, and economic information used for decision support.

In this part-time position, the Executive Director plays a leading role in CWEMF, collaborating with the Steering Committee to conduct business, and representing CWEMF in its interactions with stakeholders. CWEMF's Annual Meeting, a three-day event held normally in the February to April timeframe, is the highlight of CWEMF's annual activities. The Annual Meeting has a dedicated following among the general membership and attracts new participants every year. CWEMF's Steering Committee meetings, which are held every other month, the conduct or overseeing of administrative functions, and the Annual Meeting define the core commitment of the Executive Director's time.

CWEMF anticipates that the successful candidate will put his/her personal stamp on maintaining and enhancing the success of the organization.

ESSENTIAL DUTIES

- Coordinate and supervise all aspects of CWEMF's Annual Meeting.
- Attend and execute Steering Committee meetings, usually held near Vacaville, CA.
- Perform other duties as directed by the Steering Committee such as: outreach, fundraising, workshop logistics assistance, and coordinating peer reviews of scientific models.

THE IDEAL CANDIDATE

Important Knowledge, Skills, and Abilities:

- Demonstrated knowledge of environmental/water systems and modeling of those systems.
- Highly organized, with demonstrated administrative ability.
- Ability to think strategically.
- Excellent communication and interpersonal skills.
- Ability and desire to work collaboratively with a diverse group of engineers, scientists, managers, and public officials.

California Water and Environment Modeling Forum



Other Desirable Qualities Include:

- Knowledge of California water and environmental issues.
- Ability to effectively interface with government agencies and non-governmental organizations.
- Experience in fundraising.
- Experience working with non-profit organizations.
- Planning, leadership, organizational, and project control abilities.

Minimum Qualifications:

- A bachelor's degree from an accredited university or college in Natural, Physical or Applied Sciences, or a related field.
- Seven years relevant experience.
- Knowledge of MS Office
- Knowledge of Quickbooks or similar bookkeeping systems (a plus)

License Requirements:

Valid California Class C driver's license.

Work Environment:

Duties apply to a work environment typical of an office setting. Some travel may be required.

Compensation:

The annual budget for this part-time position is up to \$35,000, where compensation may vary with the level of activity.

HOW TO APPLY

Submit a resume and cover letter specifying three professional references by June 2, 2017 to:

Elaine Archibald (elaine.archibald@comcast.net),
CWEMF Executive Director
P.O. Box 22529
Sacramento, CA 95822

If you have questions, contact Elaine Archibald at (916) 736-3713 or via email at elaine.archibald@comcast.net

Interviews are anticipated during June 2017. The successful candidate is expected to start work at CWEMF in July 2017.

For additional information, visit CWEMF's website at www.cwemf.org. CWEMF is an equal opportunity employer.