

Job Title: Executive Director

Location: Southwest Kansas, Main Office Garden City

Reports To: Board of Directors of GMD3 which is made up of 15 elected members in accordance with the Kansas Groundwater Management Act. One Director from each of the 12 counties in the District and three at large positions representing municipal, industrial and surface water. The Board is responsible for setting District policies and goals specific to the District and in accordance with the GMD3 mission statement. The Board hires the Executive Director to fulfill the needed responsibilities of the District.

Job Summary: The Executive Director (ED) for the Southwest Kansas Groundwater Management District Number 3 is responsible for the overall strategic, operational, and financial management of the district. The ED will work closely with the Board of Directors to ensure sustainable groundwater management practices, safeguarding water resources for the community and future generations.

Key Responsibilities:**1. Leadership and Strategy:**

- Develop and implement strategic plans that align with the district's mission and goals.
- Provide visionary leadership to staff, volunteers, and the community.
- Foster a positive and inclusive organizational culture.

2. Operational Management:

- Oversee daily operations, ensuring efficient and prompt service and response.
- Manage and support staff, including hiring, training, and performance evaluations to drive excellence in staff development opportunities.
- Ensure compliance with all relevant regulations and standards.

3. Water Resource Management:

- Develop and implement strategic groundwater management plans and policies.
- Monitor groundwater levels and quality, ensuring sustainable use.
- Collaborate with local, state, and federal agencies on water management issues.

4. Financial Management:

- Develop and manage the annual budget in collaboration with the Board of Directors.
- Oversee financial reporting, audits, and funding applications.
- Identify and pursue funding opportunities, including grants and partnerships.

5. Community Engagement:

- Act as the primary spokesperson for the district, representing its interests to the public, stakeholders, and media.
- Build and maintain strong relationships with community members, local, state & national government agencies, and other partners.

- Promote community involvement and education on groundwater conservation and management.

6. Board Relations:

- Work closely with the Board of Directors to develop policies and strategies.
- Provide regular updates and reports to the Board on organizational performance.
- Assist in the recruitment and orientation of new Board members.
- Responsible for setting up and assisting monthly board packets and sending them out in a timely manner.
- Attend national meetings to promote the goals of the district.

Qualifications:

- Bachelor's degree in Hydrology, Environmental Science, Public Administration, Business Management or a related field (Master's preferred).
- Minimum of 5 years of experience in a leadership role within a water management or environmental organization preferred.
- Proven track record in strategic planning, financial management, and community engagement.
- Excellent communication, interpersonal, and organizational skills.
- Strong understanding of groundwater management issues and regulations.
- Some travel required to State and National meetings to represent the District.

Compensation: Competitive salary and benefits package, commensurate with experience.

Application Process: Interested candidates should submit a resume, cover letter, and three professional references by email to norquest@gmd3.org or mailing to:

Southwest Kansas Groundwater Management District #3
Executive Committee
2009 E Spruce St
Garden City, KS 67846

By November 15, 2024