

Executive Director

Position Description · Part-Time

At a Glance

Title	Executive Director
Reports to	Board of Directors (UWUA By-laws, §6.2)
Classification	Part-time, exempt; flexes to full-time effort in event windows
Typical hours	1–4 hours/day on average; 40+ hours/week for ~2–3 weeks leading into each major event
Compensation	Commensurate with experience, based on prevailing part-time rates for comparable association executives. Typically, a 1099 employee.
Location	Remote with preference to the Wasatch front; periodic travel to board meetings, the Capitol, and association events.
Works with	Part-time Administrative Support staff, NWRA, and Multiple Committees.
Applications Due	June 19, 2026

About the Utah Water Users Association

The Utah Water Users Association ("UWUA" or the "Association") is the largest active association in Utah representing all water user entities — water users associations, irrigation companies and districts, special districts, counties, cities and towns, state agencies, private industry, consultants, manufacturers, suppliers, private interest groups, and private individuals. UWUA provides legislative support, sponsors workshops and seminars on water issues, offers technical guidance to members, and represents Utah water users at the National Water Resources Association and on other national water issues.

UWUA's enduring strength is the community it builds. The annual Utah Water Users Workshop and the annual Water Summit are the central gathering points for Utah's water professionals — the place relationships are formed, policy is discussed, and the next generation of water leaders is welcomed in. The Executive Director is the steward of that community.

Purpose of the Position

The Executive Director serves as the chief executive and administrative officer of the Association, reporting directly to the Board of Directors and serving at the pleasure of the Board. This is a part-time role designed around two clear strategic priorities the Board has set for the years ahead:

Strategic Focus Area 1 — Informed Membership

Keep Utah's water community informed on the issues that affect them. Members rely on UWUA to translate a fast-moving legislative and regulatory landscape — changes in state and federal water law, Bureau of Reclamation policy, Interstate River developments, Utah Division of Water Rights actions, EPA rulemaking, court decisions, and funding opportunities — into clear, timely, actionable updates. The Executive Director

is responsible for making sure UWUA is the trusted first call when members need to know what changed, what it means, and what to do about it. This work spans legislative tracking, plain-language summaries, member communications, regular newsletters, and direct advocacy at the Utah Capitol and in coordination with NWRA.

Strategic Focus Area 2 — Networking and Conferences

Grow the Association's flagship events and the community they create. The Utah Water Users Workshop and the annual Water Summit are UWUA's most visible products and its strongest member benefit. The Executive Director leads the planning, execution, and continual improvement of these events — driving attendance, sponsorship, program quality, exhibitor participation, and the social and educational programming that makes Utah's water community feel like one community. The goal is sustained growth in registration, sponsor revenue, and member engagement, while preserving the comradery that has long defined these gatherings.

Every other duty in this description supports one of those two priorities. The Executive Director should organize their time, calendar, and energy accordingly.

Working Pattern and Time Commitment

This is a genuinely part-time role with a variable cadence. The Board recognizes that Association work is not evenly distributed across the year, and the position is structured to match the real workload:

- **Steady-state weeks:** approximately 2 to 4 hours per day on legislative monitoring, member communications, board support, financial oversight, and ongoing event planning.
- **Event run-up windows:** for roughly 2 to 3 weeks immediately preceding the Utah Water Users Workshop and the Water Summit, expect a full-time effort (40+ hours per week) covering logistics, speakers, sponsors, exhibitors, registration, and on-site execution.
- **Legislative session:** additional concentrated time during the Utah General Session (January–March) for bill tracking, member alerts, and Capitol presence.
- **National Conferences:** 2-3 trips traveling outside of Utah in coordination with NWRA.

The Executive Director is supported by Part-Time Administrative Support staff who handle day-to-day administrative tasks, registration processing, vendor coordination, and routine member service of billing and receipting payments. The Executive Director sets direction and priorities for that support and is responsible for ensuring the two roles work as one team.

Key Responsibilities

Member Communications and Advocacy

- Monitor state and federal legislation, regulation, and litigation affecting Utah water users; produce timely, plain-language summaries for the membership.
- Publish a regular UWUA newsletter and targeted alerts during the legislative session and on time-sensitive federal issues.

- Represent UWUA at the Utah State Capitol, in interim committee meetings, and with the Governor's office, Division of Water Rights, Division of Water Resources, and other state agencies as appropriate.
- Serve on the state executive committee of the National Water Resources Association (NWRA), per UWUA By-laws Article IX, and ensure Utah's voice is represented on national water issues.
- Cultivate working relationships with allied organizations — Rural Water Association of Utah, AWWA Intermountain Section, Utah Water Conservancy Districts, Utah Farm Bureau, Utah League of Cities and Towns, and others.

Conferences and Events

- Lead the planning and execution of the annual Utah Water Users Workshop (St. George) and the annual Water Summit, working with the planning Committees and other event volunteers.
- Build the program agenda, recruit speakers, secure sponsorships and exhibitors, manage venue and vendor contracts, and oversee registration and on-site logistics.
- Grow attendance, sponsor revenue, and program quality year over year; benchmark against peer associations (Idaho IWUA, Colorado Water Congress).

Board Support and Governance

- Oversee and serve as a non-voting ex-officio member of the Executive Committee (By-laws §6.3) and as ex-officio member of all committees appointed by the President or Board (§6.4).
- Give written notice of all member and Board meetings as required by the By-laws (§4.2).
- Prepare meeting agendas in coordination with the President and Executive Committee; ensure minutes are accurately recorded and timely distributed.
- Implement Board policies and resolutions; sign contracts, bonds, and other obligations of the Association as authorized by the Board.
- Maintain the Association's records and corporate documents, and keep the Board informed on bylaws and compliance matters.

Finance and Administration

- Work with the Treasurer and Executive Committee on the annual budget; provide the Board with accurate, understandable financial statements at each Board meeting.
- Oversee membership dues invoicing, update and keep due's structure current as needed, review the membership database; and report annually on member retention and growth.
- Manage banking, accounts payable/receivable, and routine vendor relationships, in coordination with administrative support staff.
- Direct and support the part-time Administrative Support staff; set priorities, review work, and ensure coverage during event peaks.
- Maintain appropriate insurance, taxes, registrations, and good-standing filings for the Association; and audits as required and suggested by the executive committee.

Qualifications

Required

- Substantive experience in Utah water — operations, policy, law, engineering, district management, or a closely related field.
- Demonstrated ability to work with a volunteer board of directors and serve at the pleasure of the Board.
- Strong written and verbal communication skills; able to translate complex water policy into clear, useful guidance for a non-technical audience.
- Event leadership experience — conferences, workshops, or comparable multi-day programs with sponsors, exhibitors, and 300+ attendees.
- Working knowledge of the Utah legislative process and familiarity with relevant state and federal agencies.
- Self-directed, organized, and able to manage a variable workload across the year.

Preferred

- Prior service on a Utah water board, district, or association in an executive, general manager, or senior staff role.
- Existing relationships across Utah's water community — agricultural, municipal, federal, and tribal.
- Prior lobbying or registered-lobbyist experience in Utah.
- Familiarity with NWRA and national water policy.

Compensation

At-will Employee. Compensation will be commensurate with the selected candidate's experience and will be set based on prevailing part-time rates for executive directors of comparable state water associations and Utah nonprofits of similar size. The Executive Committee, per By-laws §6.3(B)(3), will recommend compensation and benefits annually as part of the budget process for Board approval. The position will be governed by a written employment agreement between the Executive Director and the Board, as contemplated by §6.2.

Reasonable business expenses — travel, lodging, mileage, and association-related meals — are reimbursed per the Association's expense policy and §7.6 of the By-laws.

Reporting Relationship and Authority

The Executive Director reports directly to the Board of Directors and serves at the pleasure of the Board. The Executive Director is not, and may not be, a sitting member of the Board (By-laws §6.2). All officers, agents, and employees of the Association are subject to removal by majority vote of the whole Board (§6.7).

How to Apply

Interested candidates should submit a cover letter and résumé describing their qualifications, their vision for growing UWUA's two strategic focus areas — informed membership and conferences/networking — and their availability under the part-time cadence described above. Applications may be sent by June 19th to:

Paul Monroe, President

paul@cedarvalleywaterutah.gov

Utah Water Users Association

c/o Cedar Valley Water Conservancy

710 S. Westview Drive, Cedar City, UT 84720

The Executive Committee will review applications and bring a recommendation to the full Board for final approval, consistent with By-laws §6.2 and §6.3.

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