



241 NORTH FIFTH STREET  
SPRINGFIELD, ILLINOIS 62701  
PHONE: 217-523-2241 FAX: 217-544-0086  
WEBSITE: [www.mwbiosolids.org](http://www.mwbiosolids.org)

President  
**ALBERT COX, PhD.**  
Metropolitan Water Reclamation  
District of Greater Chicago  
Chicago, IL

Vice President  
**JOHN NORTON, Jr. PhD., PE**  
Great Lakes Water Authority  
Detroit, MI

Secretary  
**STACIA ECKENWILER, PE**  
Division of Sewerage and Drainage  
Columbus, OH

Treasurer  
**PAM KIRKLIN**  
Marion Utilities  
Marion, IN

## Midwest Biosolids Association

**Prepared By: Midwest Biosolids Association Executive Committee**

**Approved By: Albert Cox, President**

**Approved Date: April 29, 2024**

Job Announcement: Executive Director

Location: Flexible

Position Type: Part time, contractual

### About Midwest Biosolids Association

The Midwest Biosolids Association (MBA) was formed in 2022 as a 501(c)(6) non-profit charitable organization, incorporated in the State of Illinois. The current membership includes wastewater treatment agencies, businesses, universities, and other organizations that support sustainable management of biosolids and other organic residuals. Currently, the main activities of the association serving its members are done by committees and overseen by a Board of Directors. In addition, MBA has contracted an Administrative Support Management firm, located in Springfield, Illinois, that provides administrative and office services such as logistical and personnel assistance associated with hosting meetings, finance and budgeting, membership database related correspondence, and maintaining a website.

### Job Summary

The Executive Director of the Midwest Biosolids Association position is considered as a part-time position (approximately, 20 hours per week) on a contractual basis. The Executive Director is responsible for advancing the mission of the organization by ensuring that all routine operations of the organization and contracted project work are completed in a timely and cost-efficient manner.

### Essential Duties and Responsibilities

The Executive Director is responsible for the following:

- Represent the MBA and its members at various events and in the biosolids management community as a whole;
- Assist the Treasurer, Board of Directors and the Administrative Support Management Team in ensuring sound fiscal management of the organization and compliance with applicable laws and regulations;
- Serve as a visible contact person representing the organization and its mission, including in technical, legislative and regulatory matters related to management of biosolids and other organic residuals affecting the programs of MBA's members (including lobbying in accordance with IRS limitations);
- Maintain communications with the Board of Directors, members, and external interested parties and stakeholders (e.g. other organizations, the media, the general public);

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- Establish and maintain beneficial relationships with MBA members, other associations and organizations including universities and other research driven institutions;
- Oversee the development of proposals and contracts for MBA projects and ensure completion of contracted project work in accordance with contract requirements;
- Develop and lead the execution of programs - such as technical and fundraising - to serve the membership;
- Keep up-to-date and pursue educational opportunities on regulatory and legislative information related to biosolids management and the benefits of organics recycling associated with the wastewater industry and
- Other duties or tasks, as determined in consultation with the Board of Directors or MBA committees.
- Supervise and Direct the Administrative Support Management Team including:
  - Administrative support to the Board of Directors and committees, as requested (e.g. organizing meetings, assisting with minutes, providing information, assisting in scheduling and conducting Annual Meetings and conferences, etc.);
  - Developing an annual budget and managing revenues and expenses in accordance with that budget
  - Together with MBA committees, of maintaining a central repository of current information on the management of biosolids and other residuals and making that information accessible to members and other interested parties;
  - Creating and maintaining a membership database and system for membership renewals as well as associated records and files;
  - Delivering membership services, including production of newsletters, fact sheets, reports, other media, seminars, conferences, meetings, etc. that inform the membership and the public and advance MBA's mission;
    - Oversee maintenance and development of communication methods, such as website, social media, email and other electronic communication;
  - Developing standard operating procedures (SOPs) for all significant MBA work/tasks

### Qualifications

Education – Bachelors degree in environmental science, engineering, soil science, or other technical areas. Masters degree preferred.

Experience –Ten (10) years experience in wastewater treatment, solid waste management, organics recycling, composting or related environmental fields required.

### Skills & Abilities

- Strong analytical, numerical, and reasoning abilities. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to quickly grasp new concepts, laws, regulations and other requirements and assess the impact on biosolids and residuals programs.
- Excellent written and oral communications; good public speaking, interpersonal and conflict resolution skills. Ability to read, analyze, and interpret a wide range of documents to include scientific, regulatory, and public policy. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations and address controversial or complex topics to the public officials, MBA Board of Directors and the public.
- Proficient in Microsoft Office programs including Adobe, Word, Excel, Outlook, Access, and PowerPoint. Proficient in social media marketing and communications including Twitter (X),

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Facebook, LinkedIn, website and email marketing software/applications. Good understanding of marketing and fundraising strategies. Ability to manage multiple tasks simultaneously.

Licenses, Certificates, Registrations

Must possess a valid U.S. Driver's license and passport (for travel to Canada).

Personal Characteristics (preferred)

Trustworthy, responsible, accountable, collaborative, detail-oriented, self-starter, prone to action with a continuous improvement attitude. The Executive Director is expected to perform his or her duties and conduct themselves generally in accordance with all MBA personnel policies.

***To apply, submit your cover letter, resume and summary of contract requirements, including expected salary to [MWBiosolids@outlook.com](mailto:MWBiosolids@outlook.com). Applications will be accepted through May 31, 2024. General inquiries and questions can also be directed to the same email address.***