



## WEDA EXECUTIVE DIRECTOR

### 1 JOB DESCRIPTION

**Position:** Executive Director, Western Dredging Association  
**Reports to:** WEDA President/Chair  
**Location:** Flexible

The Western Dredging Association (WEDA) is a nonprofit professional organization that fosters the knowledge and understanding of dredging throughout the western hemisphere. WEDA provides a forum for improvement of communications, technology transfer, and cooperation among associations, societies and all organizations interested in dredging, navigation, marine engineering and construction. It also promotes and emphasizes the importance of understanding and development of solutions for problems related to the protection and enhancement of the marine environment.

The Executive Director (ED) position will be filled by an individual demonstrating the following skills, knowledge and abilities:

- Managing a mid-sized non-profit professional and technical organization
- Organizing regional, national and international meetings, conferences, summits, expos
- Being an ambassador and advocate for WEDA and its cause

The selected candidate will be offered a “Work-for-Hire” Contract as an independent contractor to WEDA, serving in a part-time capacity. The Work-for-Hire Contract will summarize the duties and expectations of the position, as well as items such as annual evaluations, compensation and reimbursements, and other clauses.

The ED will report directly to the WEDA President/Chair who, on behalf of the WEDA Board of Directors (BOD), will provide broad direction and establish processes and procedures to meet WEDA’s goals and objectives. The ED will not be a member of the WEDA BOD, but will participate in appropriate BOD processes for coordination and

informational purposes. The ED shall independently manage multiple projects; support committees and task forces; guide volunteer members in support of WEDA's goals and objectives; serve as the ambassador and advocate for the organization and dredging interests; liaison among members, committees, and other professionals; and provide staff support for the WEDA President/Chair, Board of Directors, the WEDA annual conference, and other activities pertinent to advancing WEDA's goals and objectives, as needed and requested. The ED shall inform the President/Chair of the status of work on a monthly basis. Performance is evaluated by the President/Chair for adherence to administrative policy of WEDA and for adequate and timely accomplishments, at least on an annual basis.

The following items are further details of the various aspects of the position:

A. Organization

1. Accomplish BOD directives and provide guidance and support to BOD activities, provide education opportunities, monitor work of committees, coordinate with staff and support contractors, represent and speak for the organization, provide oversight and direction for the organizations governance documents.
2. Prepare budgets and financial reports. Establish and manage fiscal controls for the organization and conferences as required. Manage the WEDA organization finances to its budget, in cooperation with the WEDA Treasurer and Finance Committee, as applicable.
3. Serve as WEDA liaison and collaborate with WEDA Chapters, World Dredging Congress (WODCON), Central Dredging Association (CEDA), Eastern Dredging Association (EADA), and other organizations as appropriate.

B. Administration

1. Manage the membership database.
2. Manage dissemination of reports and directives.
3. Travel, as necessary, to conduct WEDA business and maintain WEDA's presence throughout the western hemisphere.
  - a. Occasionally, during WODCON, travel internationally to represent WEDA (ED must have a valid US passport)
4. Develop a management plan for the various WEDA activities to include, but not limited to, the annual meeting, international meeting, and chapter events.

5. Prepare studies, plans, guidance, directives, after action reports, and other documentation as directed by the WEDA President/BOD.

C. Membership

1. Promote membership, recruit new members, and keep all registered regular, student, and sustaining member fees current.
2. Promote a professional atmosphere among WEDA and World Organization of Dredging Associations (WODA) members, colleagues.
3. Work with WEDA Awards Committee to support annual awards and prepare recognition plaques, certificates, etc.

D. Communications

1. Maintain, monitor, update, and improve WEDA website, in coordination with the WEDA webmaster.
2. Maintain current membership and point-of-contact information and publish WEDA membership directory.
3. Develop and publish the WEDA newsletter, on a quarterly basis.
4. Interact and collaborate with other associations, experts, sponsors and agencies to promote WEDA goals and objectives.
5. Provide technology assessments to keep WEDA current in the forefront of dredging and marine construction.

E. Meeting Planning/Events Coordination

1. Provide the lead role in the organization and management of the WEDA annual meeting and conference.
2. Work with WEDA Event Committee to schedule, plan, coordinate, and conduct meetings, conferences, conventions, and seminars for the promotion of WEDA functions.
3. Develop meeting budgets, session programs, agendas, logistics, speaker, participant, and guest invitations in cooperation with the WEDA Technical Papers and Events Committee, as applicable.
4. Support workshops and meetings for WEDA and WEDA Chapters.
5. Support the WEDA Secretary with the preparation of minutes, transcripts, or other documentation for the WEDA meetings and BOD meetings, and transmit them to BOD/membership, as requested

6. Manage distribution of WEDA action items and dissemination of reports and directives.
7. Provide post-event follow-ups, such as thank you notes, financial document closure, and action reports on lessons learned, as appropriate.
8. All other assignments that may be required by the ED in accordance with WEDA guidelines and objectives.

F. WODCON, Chapter, Committee Support

1. Supports WODCON, WEDA Chapters and committees, institutions of higher learning, as appropriate, and in close coordination with the WEDA President/BOD.
2. Utilize webinars, conference calls, and other technology to promote WEDA.

G. Other Duties as Assigned

1. The candidate will perform other functions and duties as assigned, not specifically identified in the description of duties, as requested by the WEDA President/BOD.

## **2 COMPENSATION**

- A. The Executive Director will be an independent contractor to WEDA, as defined in a separate Work-for-Hire Agreement.
- B. Monetary compensation will be determined after learning about the candidate's expertise and expectations and will be in line with WEDA's annual budget.
- C. WEDA will provide for reimbursement of business travel and certain other business-related expenses incurred for the fulfillment of the position, as determined in the terms of the Work-for-Hire Agreement.

## **3 QUALIFICATIONS**

- A. Able to successfully manage a professional nonprofit organization, in an independent manner, with direction from the WEDA President/Chair, as needed.
- B. Able to successfully plan and organize major business and/or professional functions.
- C. Demonstrate high degree of computer literacy with various word-processing, spreadsheet, data management, and financial management products, as well as

knowledge of and ability to utilize social media to enhance the organization's benefits.

- D. Possess and demonstrate verbal and written communication skills to successfully achieve stated goals and objectives. Must have great skills to build and maintain relationships and to effectively advocate for the mission and vision of WEDA.
- E. Must be able to travel and work on a variable work schedule, as needed, for efficient conduct of WEDA business. While the work schedule will be flexible under the terms of the Work-for-Hire Agreement, it is expected that it would, on an annual average, require approximately 20 hours per week. Some weeks would require less effort (e.g., during winter months), while other weeks would require substantially more effort, especially closer to WEDA's annual conferences during summer time.
- F. Must be familiar with the general basics of the dredging industry, technologies, and community. Must have a general and proven positive attitude towards dredging and be an excellent ambassador and representative of the organization and dredging community to the outside. Must be fully committed to WEDA's goals and objectives and willing to work hard to pursue those.
- G. Possess, at a minimum, an undergraduate degree in business, engineering, science, or related field.
- H. Minimum of 10 years of experience in the dredging industry, preferably in the Western Hemisphere.

#### **4 SELECTION/EVALUATION CRITERIA**

The following criteria will be important factors in evaluating qualified candidates (who, therefore, are encouraged to address these as part of their application for the position):

- A. Familiarity with the dredging industry
- B. Data management
- C. Computer/Social media literacy
- D. Communication
- E. Project management
- F. Meeting planning and organizing events
- G. Willingness to consider this as a longer-term commitment
- H. Compensation requirements

Anyone with the proper qualifications and interest in the position shall submit a letter to the WEDA President/Chair making their interests known and, at a minimum, submit the following information:

- A. Statement or explanation of interest in the position
- B. Commentary on personal qualifications and how the qualifications relate to the job requirements, along with the Selection Criteria previously described in this job description
- C. Brief description of involvement in or familiarity with the dredging industry (resume)
- D. Description of compensation requirements/expectations
- E. Description of prior involvement with WEDA
- F. Any other information that may be appropriate to bring to the Committee's attention

## **5 SOLICITATION DEADLINE: APRIL 14, 2014**

Interested candidates should submit their application materials to the WEDA

President/Chair, Ram Mohan, via email at [rmohan@anchorqea.com](mailto:rmohan@anchorqea.com)

In case of questions or clarifications, please contact Ram Mohan at 267 753 6301, or via email at [rmohan@anchorqea.com](mailto:rmohan@anchorqea.com)

WEDA intends to complete the selection process prior to June 2014 and have an executed Work-for-Hire Agreement in place prior to June 15, 2014.