

Deputy Executive Director

Kentucky Tennessee Section of American Water Works Association (AWWA)

Reports To: Executive Director

About Us

The Kentucky Tennessee Section of the American Water Work Association (the Section) is a nonprofit professional association dedicated to:

- Ensuring, safe, sustainable, and high quality water
 - Supporting water utilities, industry professionals, and public agencies
 - Delivering education, advocacy, networking, and leadership opportunities
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Position Summary

The **Deputy Executive Director** serves as a strategic partner to the **Executive Director**, helping to drive the mission of the Section by advancing member engagement, professional development, and operation excellence.

This position leads initiatives that connect and empower utilities, professionals, and public agencies across both states- ensuring that the Section remains a trusted voice for safe, sustainable water. The ideal candidate is a relationship builder and emerging leader with experience in the water sector, event or program management, and nonprofit operations, who is ready to help shape the future of the organization and the water industry in our region.

Key Responsibilities

Utility & Member Engagement:

- Build and maintain relationships with utilities, public agencies, and private partners to increase participation in Section activities.
- Support and grow a vibrant volunteer network by identifying, recruiting, and mentoring emerging leaders. Work with staff and membership committee to promote member involvement.
- Champion member engagement and retention through direct outreach, relationship building, and value-driven programming. Actively visit and engage the membership.
- Develop and implement strategies to increase utility participation in AWWA events, programs, and training opportunities.
- Participate on multiple committees in an administrative capacity; work closely with committee chairs on assignments.

Conference & Event Management:

- Lead the strategy, design, and execution of conferences, training programs, and workshops that elevate technical expertise and leadership capacity in the water sector.
- Collaborate with sponsors, speakers, and committees to deliver impactful learning and networking experiences.
- Identify emerging trends and topics, developing timely training opportunities that respond to the evolving needs of the industry.

Leadership Development & Succession Planning:

- Work closely with the Executive Director to gain comprehensive knowledge of AWWA operations, governance, and strategic initiatives.
- Assist in organizational planning, financial management, and policy development.
- Provide strategic advice to the Board on Section programs, finances, and policy matters, working closely with the Executive Director to maintain compliance with bylaws and nonprofit status.

Operational & Administrative Support:

- Support membership growth and retention efforts through targeted outreach and engagement.
 - Represent KY|TN AWWA at local, state, and national industry meetings.
 - Assist in finding and developing opportunities to support organizational sustainability.
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Qualifications & Experience:

- Bachelor's Degree in Public Administration, Environmental Science, Engineering, Business, Communications or a related field.
- Experience in utilities, engineering, or public works or public engagement preferred.
- Strong leadership, interpersonal, and relationship-building skills.
- Experience in event planning and working with professional organizations is a plus.
- Ability to travel to Kentucky and Tennessee for conferences, meetings, and outreach events.
- Proven leadership experience in managing teams, volunteers, and collaborative projects.
- Ability to effectively engage with a diverse range of stakeholders, including board members, volunteers, members, and external partners.
- Familiarity with digital communication tools and technology platforms for organizational efficiency.
- Position is fully remote, but must maintain Tennessee or Kentucky residency. Ability to occasionally travel to Section office in Louisville is required.

Salary and Benefits:

- Minimum salary is \$65,000 a year. Additional compensation depending on level of qualifications and experience.
- KY|TN AWWA provides a monthly allotment for health insurance

Why Join Us?

- Opportunity to grow and shape the future of Kentucky and Tennessee's water industry.
- Work with passionate professionals dedicated to water quality and sustainability.
- Lead impactful programs and conferences that make a real difference in the community.

How to Apply

Interested candidates should submit a **resume and cover letter** outlining their qualifications and vision for the role to executivedirector@kytnawwa.org .