



Request for Expressions of Interest

Mid-Atlantic Biosolids Association Executive Director Role

Overview

The Mid-Atlantic Biosolids Association (MABA) is a professional membership organization that advocates for biosolids resource recovery on behalf of the wastewater profession. MABA has over 100 public and business organization members and over 700 individuals receiving benefits, with its efforts focused on the "Mid-Atlantic" US, from NYC to the Virginias, a region with nearly 400 treatment works of significant size (> 2 MGD flow). Founded in 1997, MABA has been led by [Bill Toffey](#) for the past 10+ years. This REI is intended to open conversations with individuals interested in taking over the role of Executive Director (ED) at MABA in a form that meets their needs and the needs/abilities of the organization.

MABA operates on a limited budget via an administrative service contract, rather than through employment of staff. This is a matter of convenience, rather than a structure imposed by bylaws. This call for interest is open to any and all that are passionate about biosolids, flexible in their approach to work, and dedicated to non-profit operations.

MABA's publicly expressed goals are to:

- Coordinate a regional voice for communicating philosophy and practices to enhance biosolids management in the Mid-Atlantic region.
- Provide continuing education and information sharing opportunities for members and interested stakeholders.
- Effectively advocate for biosolids with regulators, public officials, key professionals, and the public.
- Provide members opportunities to network with colleagues
- Equip member with tools for development and implementation of laws, regulations and guidelines.
- Support and participate in research related to biosolids management.
- Develop alliances with key professionals and professional organizations.

Historically, the ED has held the following role:

Responsibility for the overall execution of the programs and the mission of the organization. This responsibility is carried out by ensuring that all routine operations of the organization and contracted project work are completed in a time- and cost-efficient manner. He or she serves at the will of the MABA Board of Directors and receives general guidance and performance evaluation from them. He or she manages any MABA staff, contractors, or interns.

The ED has been performing these specific functions:

Administrative

- Provide/coordinate administrative support to the Board of Directors and committees, as requested (e.g. organizing meetings, assisting with minutes, providing information, assisting in scheduling and producing Annual Meetings and conferences, etc.)
- Assist the Treasurer and Board of Directors in ensuring sound fiscal management of the organization and compliance with applicable laws and regulations
- Administer financial transactions and contracts and ensure proper record-keeping
- Oversee an office function with systems that create a MABA communications “hub” (telephone, internet, email, website, etc.)
- Supervise registering members and managing a system for membership renewals
- Oversee establishing and maintaining membership records and files
- Prepare Monthly and Annual reports to the Executive Committee and the Board on activities, accomplishments and progress toward goals and objectives

Technical Content Development and Distribution

- Monitor regional and national developments in the biosolids management profession and alert the Board and membership of significant events and occurrences
- Develop as necessary and maintain a central repository of current information on the management of biosolids and other residuals and make that information accessible to members and other interested parties
- Oversee and/or produce newsletters, fact sheets, reports, other media, seminars, conferences, meetings, etc. that inform the membership and the public and advance MABA’s mission
- Develop grants and project proposals consistent with MABA’s mission

Membership and Engagement

- Develop and carry out an overall marketing strategy that supports MABA’s mission and programs, in particular in the areas of communication and outreach to the membership and the public.
- Build membership satisfaction and the membership base
- Act as a liaison with other regional biosolids associations (e.g., NEBRA, NW Biosolids, VA Biosolids Council)
- Serve as a visible central contact person representing the organization and its mission; including proactively “reaching out” by attending public meetings, fielding inquiries and building relationships with members and the public
- Maintain communications with the Board of Directors, members, and external interested parties (e.g. other organizations, the media, the general public)

Specifics about this opportunity:

REI issued: May 2021

Responses accepted: on a rolling basis until at least October 2021

Projected start: negotiable, within the next 1-2 years

Preferred Skills, Knowledge, and Experience:

- Effective communicator and public speaker
- Ability to work independently and be self-directed
- Strong analytical, numerical and reasoning abilities
- Proficient in social media marketing/posting- Twitter, Facebook, LinkedIn, website and email
- Management and/or non-profit experience
- Professional experience or study in wastewater, biosolids, and/or related environmental field
- Understanding of marketing and fundraising strategies and implementation
- Experience with financial management and budgeting for a non-profit organization

To respond: Email a letter of interest explaining

- 1) what experience and expertise you would bring to this position
- 2) what you envision MABA being and achieving in the next 3-5 years
- 3) Include a CV / resumé, desired compensation and possible start date

to: Jennifer McDonnell, jmcdonnell@dep.nyc.gov

More about MABA: <https://www.mabiosolids.org/>

At MABA we appreciate the value and richness of different perspectives and experiences. We provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, veteran status, or any other characteristic protected by federal, state or local law.