



Program Director

This full-time TWCA employee will primarily manage programs, communications, and events for the Texas Ground Water Association (TGWA) and TGWA Scholarship Foundation (TGWA SF), but will also assist TWCA in these areas as available. This position requires extensive contact with TGWA members, industry experts, Texas Department of Licensing & Regulation (TDLR) staff, and National Ground Water Association (NGWA) personnel. Some travel (up to 35%) is also required, as the position will include participation at multiple association events across the state. The position is a great opportunity for someone interested in the association management sector and offers flexibility and growth opportunities for the right candidate. The successful candidate can live anywhere in Texas but should be willing to travel to Austin for staff coordination. They should also have a personal commitment to association management and Texas groundwater issues.

Essential Functions

- *Communications*
 - Draft content and articles for TGWA's quarterly Newsletter, the Fountainhead
 - Market and process newsletter advertisements and sponsorships
 - Communicate regularly with TGWA members via email and phone on the latest news in the industry
- *Outreach/Events*
 - Plan and manage the TGWA annual convention and quarterly board events
 - Serve as lead for TGWA's continuing education (CE) program, including developing, coordinating, and running 10-15 Saturday classes per year; maintain close contact with course sponsors and TDLR staff; advertise and solicit attendees; ensure compliance with TDLR rules related to CE programs; oversee TGWA's online platforms
 - Represent TGWA at national, state, and local events and trade shows, including coordinating delegates for the NGWA Annual Convention
- *Membership*
 - Engage with TGWA members and potential members via phone, email, mail, social media, etc.
 - Develop new opportunities for membership participation and engagement; serve as point of contact for new members and with member inquiries
 - Oversee annual membership dues processing
 - Analyze membership trends and develop materials supporting membership
- *TGWA Scholarship Foundation:* Oversee all aspects of the Foundation, including organizing an annual live auction and gun raffle, developing application materials, coordinating the annual selection process, and serving as managing the TGWA SF board of directors
- *TWCA:* Assist with TWCA functions as needed, including assisting at TWCA events, performing outreach with members, and implementing programs under the guidance of the TWCA Director of Operations.
- As qualifications and experience allow, the person in this position may also
 - Serve as a liaison for the TGWA and TGWA SF boards of directors
 - Develop financial reports and other materials for the boards' consideration
 - Educate the board as needed on legislative and agency developments

Qualifications

- Bachelor's degree in related field and 2 years' experience in the nonprofit or government sector required; advanced degree may substitute for one year required experience
- Competency with and strong willingness to learn new technology required; experience with organizational social media, website management, Microsoft Office Suite, and newsletter software preferred
- Previous work or demonstrated interest in groundwater industry, event planning and coordinating, and/or financial management a plus
- Strong organizational skills, ability to meet deadlines, and ability to work on multiple projects simultaneously in high-stress environment required

At TWCA, all employees assist each other as necessary and teamwork is imperative. Compensation is commensurate with experience and background and will be competitive with similar non-profit organizations. Health insurance is provided. After a vesting period, a retirement plan is offered to full-time employees. [To apply, please send a letter of interest, resume, and three references here.](#)