



Executive Director Job Posting

ABOUT TGWA

The Texas Ground Water Association is a 501(c)(6) association for the Texas water well drilling industry. TGWA works to promote the industry and facilitate cooperation and educational opportunities among water well drillers, pump installers, manufacturers, suppliers, geoscientists, and government and scientific agencies. The organization has more than 2,500 individual members and undertakes an annual TGWA Convention each January. It is also a leading provider of in-person and online continuing education classes for water well drillers and pump installers in the state.

This full-time staff person will serve as the chief executive and financial officer for TGWA and the TGWA Scholarship Foundation (TGWA SF), a separate 501(c)(3) organization dedicated to providing scholarships for Texas undergraduate students. The position reports directly to the TGWA and TGWA SF boards of directors and 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 includes participation at multiple association events across the state.

IDEAL CANDIDATE

The Executive Director should be an organized self-starter with association management experience and legislative work experience. The director will help TGWA grow membership and develop a strong presence in water policy discussions at the Texas Legislature. The candidate should be committed to managing staff, developing strong relationships with TGWA board members, and strengthening and expanding benefits for association members.

ESSENTIAL RESPONSIBILITIES

Executive:

- Work with TGWA and TGWA SF boards to fulfill the missions of each organization; develop board agendas and backup materials and serve as the board point of contact
- Serve as the chief financial officer of TGWA and TGWA SF, including budgeting, record-keeping, managing audits, and timely reporting to finance committees and boards
- Act as a resource for TGWA at the Texas legislature, Congress, and state/federal agencies; track and engage on legislative or agency initiatives that may impact TGWA members, testify and comment where appropriate
- Develop and maintain relationships with board members, contributors, and current/potential members



- Manage association staff and contractors
- Manage committees, oversee strategic planning, and implement policies and procedures as necessary
- Oversee the TGWA Scholarship Foundation application and selection process

Communications:

- Serve as the primary spokesperson for TGWA and TGWA SF and oversee all communications efforts
- Oversee the publication of TGWA's quarterly print and digital newsletter, *The Fountainhead*
- Be responsible for oversight of all association technological platforms, including the TGWA website and social media accounts

Outreach/Events:

- Plan and manage the TGWA annual convention and quarterly board events
- Oversee TGWA's continuing education (CE) program, including developing 12-15 CE classes per year across Texas; maintain close contact with course sponsors and TDLR staff; advertise classes; ensure compliance with TDLR rules related to CE programs; expand TGWA's online continuing education platform
- Represent TGWA at national, state, and local events and trade shows, including NGWA Groundwater Week
- Organize an annual live auction and raffle as part of the TGWA Annual Convention to support the TGWASF

Membership:

- Engage with TGWA members and potential members via phone, email, social media, etc.
- Develop new opportunities for membership participation and engagement, serve as point of contact for new members and member inquiries
- Oversee annual membership dues processing and database

DESIRED SKILLS AND EXPERIENCE

- Bachelor's degree in related field and 5 years of relevant experience required (experience in a groundwater-related field, nonprofit organization management, and legislative work are preferred); advanced degree may substitute for some of the required experience.
- Proven financial management skills, including budget preparation, financial reporting, and audit experience
- Working experience with the Texas legislative process and/or groundwater policy and state licensing requirements
- Strong organizational abilities including planning, delegating, program development, and task facilitation
- Excellent written and oral communication skills; strong public speaking ability
- Ability to engage, motivate, and collaborate with boards, members, and stakeholder groups
- History of conference planning and execution
- Demonstrated ability to oversee and collaborate with staff and contractors
- Competency with and strong willingness to learn new technology required; experience with organizational social media, website management, Microsoft Office Suite, and newsletter software preferred
- Familiarity with Quickbooks is preferred.

Compensation is commensurate with experience and background and will be competitive with similar non-profit associations. The position includes a health insurance stipend. After a vesting period, a retirement plan is also offered. The ideal candidate would be located in the Austin area, though this is not required. Job duties will require routine work in the state capital, especially during the legislative session.



HOW TO APPLY

Please email resume to tdavis@tgwa.org by May 15, 2026.

For more information about the Texas Groundwater Association, please visit tgwa.org.