

PMEA EXECUTIVE DIRECTOR  
ADVERTISEMENT

**Executive Director, Pennsylvania Municipal Electric Association**—Pennsylvania Municipal Electric Association (PMEA), a statewide organization of 33 Pennsylvania Boroughs who operate *public power systems*, seeks skilled, organized, & motivated applicants for the position of Executive Director. The FT Exec Director will be the Association's only employee. This is an outstanding opportunity to shape an important and growing organization. Duties include managing the legislative & organizational affairs under a 7 member Board of Directors; managing legal, engineering, and legislative consultants; organizing and fulfilling membership services; public speaking on the role, purpose and benefits of public power; lobbying and legislative activities with state elected officials & staff; and providing services for member communities. Required skills include demonstrated leadership & management experience; excellent oral & written communication skills; ability to work both independently and with other state & national associations; and the ability to effectively build and nurture professional relationships. Applicants must possess a bachelor's degree; experience in government preferred; knowledge of public power a plus. Ability to qualify as a Pennsylvania State Lobbyist is required. Salary range \$90-110,000 with excellent benefits; actual salary based on experience/qualifications. Send cover letter, resume, and salary history/expectation with all included in only one attachment to [woglomd@lafayette.edu](mailto:woglomd@lafayette.edu). Deadline noon on July 16, 2019. For full job description, go to [www.pmea.us](http://www.pmea.us). EOE.

EXECUTIVE DIRECTOR

JOB DESCRIPTION

POSITION PURPOSE

Provide leadership and organization to the Pennsylvania Municipal Electric Association (PMEA) through Member Services, Organizational Management, Coordination of Activities, Communications, Advocacy/Lobbying, and Public Relations.

ESSENTIAL QUALITIES

The Executive Director is:

- A tireless promoter of the Public Power industry.
- A seasoned, knowledgeable, professional member of the Public Power community.
- Actively engaged with member utilities and their staff.
- An effective communicator.

- Politically astute and able to participate in the regulatory and legislative process as appropriate.
- A collaborative, but firm and attentive manager.
- Experienced in budget preparation and financial oversight.
- A helpful and supportive resource for member utilities in distress.
- A diplomatic liaison between members, the Board, and staff.
- Comfortable and effective when presenting to large groups as well as to small gatherings.
- A bold and inspiring leader.

ESSENTIAL DUTIES (includes the following, but other duties may be assigned)

- Provide strong and effective leadership to continuously improve the organization, maintain financial stability, and provide the most beneficial services to ensure value to the membership.
- Periodically visit each municipal electric utility in the State and regularly communicate with all association members to keep members up to date on the association's activities, projects and services, and to ensure members' needs are acknowledged and addressed.
- Be responsible for the management of all PMEA activities.
- Oversee the day-to-day functions, operations and consultants of the PMEA.
- Initiate ideas for new activities and services and make recommendations to the Board of Directors on future activities.
- Confer with and coordinate all matters with the PMEA Board of Directors, Executive Committee, or other committees as necessary to carry out the PMEA policies; manage and enforce PMEA policies with consultants and the PMEA member communities.
- Represent the PMEA and express its position in regard to municipal ownership of electric utilities at public meetings in Harrisburg, Washington, or in any member community across the Commonwealth.
- Develop and deliver educational programs to municipalities and interested local groups promoting the advantages of public power.
- Serve as the single point of contact to identify, respond to, and resist efforts by other utilities seeking to disrupt, regulate, or force divestiture of municipal electric systems.
- Be responsible for all PMEA member communications.
- Develop and present monthly written reports of activities as well as an Annual Report for distribution to all members.
- Create and manage programs for PMEA including professional development, standards of good conduct, safety, and coordination of municipal efforts.
- Assist member utilities in obtaining mutual aid in the event of an emergency.
- Be responsible for preparation and filing on behalf of PMEA any necessary reports or filings with governmental agencies (e.g., IRS, Secretary of State) as may be necessary.

- Collaborate with the PMEA contract lobbyist regarding legislative issues concerning members.
- Keep close relationships with lobbyists from the Boroughs Association, APPA, and other sympathetic trade groups and coordinate lobbying efforts.
- Participate, as needed, in hearings of committees of the Pennsylvania legislature, Public Utility Commission or other government or industry agencies and otherwise assist in lobbying efforts on behalf of the PMEA.
- Work with the APPA's Power PAC by working with stakeholders to promote political action, working with the PMEA contract lobbyist to target programs that will have positive impacts.
- Serve as an ex officio member of all committees of the PMEA.
- Stay well-informed of issues and advancements in the utilities and related industries.
- Provide assistance as necessary to plan and conduct various conferences and programs.
- Undertake additional duties as assigned by the Board of Directors or the Executive Committee.
- Collaborate with PMEA associate members (our utility vendors) to provide valuable products and services to member municipalities.

Other duties may include:

1. Serve as a primary Pennsylvania Statehouse contact for PMEA. Lobbies state lawmakers and attends hearings and stakeholder meetings as appropriate. Responsible for directing policy development and managing advocacy efforts on behalf of PMEA. Builds and maintains coalitions.
2. Serve as a key spokesperson for PMEA responsible for cultivating and maintaining good relationships with member community officials, state and federal policymakers, coalition partners and stakeholder groups.
3. Develop and maintain strong relationships with PMEA member community officials. This includes travel to member communities.
4. Testify before legislative and regulatory bodies and represents the organization in other public and stakeholder forums.
5. Create and oversee legislative issue campaign efforts.
6. Ensure that PMEA maintains a strong relationship and influence with:
  - American Public Power Association (APPA) to ensure engagement on federal issues of interest;
  - American Municipal Power (AMP) to ensure engagement on state and federal legislative issues of interest; and
  - Pennsylvania State Association of Boroughs (PSAB) to ensure engagement on state legislative issues of interest.
7. Provide support for an active and engaged PMEA Board of Directors and membership.
8. Prepare agendas, status reports and other documents for PMEA Board meetings.
9. Responsible for organizing the logistics for member group events and legislative activities, including, but not limited to, the PMEA legislative reception, the PMEA annual meeting, group attendance at the APPA Legislative Rally and other PMEA events and district meetings.

10. Responsible for preparation of association budget and oversight of expenditures throughout the year.
11. Responsible for communication efforts to promote and defend PMEA members through social media and traditional channels.
12. Manages consultants.

**Knowledge, Skills and Qualifications:**

1. A four-year degree (preferably in political science, public relations, communications or a related field) is required.
2. Experience as a legislative staffer or lobbyist is highly desired; knowledge of the Pennsylvania legislative process is preferred.
3. Experience working for an association is strongly preferred.
4. Must have the ability to prioritize multiple projects/tasks with attention to detail.
5. Must have excellent organizational, influence, communication and writing skills.
6. Must be PC literate with a basic knowledge of MS Office & desktop publishing (such as MS Publisher).
7. An understanding of municipal government and municipal utilities.
8. Experience working with a board of directors and a member-driven association.

A valid driver's license is required in order to operate and use rental and personal vehicles for PMEA business. Regular travel is required of this position. Employee must hold and maintain automobile insurance sufficient for this task.

In addition, this employee must remain free of any situation or occurrence (collectively known as "an act"), which tends to bring PMEA or any member municipality into public disrepute, contempt, scandal, or ridicule, or tending to shock, insult, or offend the citizens and elected officials of the PMEA member municipalities, in the opinion of the Board of Directors, or in any way violates any rights, privileges, or perceptions of any member of any protected class as defined by the laws of the Commonwealth of Pennsylvania.