



Executive Assistant

The US Water Alliance is looking for a resourceful, forward-thinking administrative professional to provide daily support to a team of innovative One Water champions who are leading efforts to educate the nation on the true value of water and to promote water management strategies that foster strong economies, vibrant communities, and healthy environments.

This role is vital for ensuring smooth operations, advancing strategic goals, and building strong relationships within the organization and beyond. We will depend on your ability to adapt, analyze details, and find innovative solutions to make a meaningful difference in a fast-paced, team-oriented environment.

About the US Water Alliance

The US Water Alliance is a member-supported national nonprofit that aligns diverse stakeholders to develop common ground and transformational solutions to our nation's most pressing water challenges. Our nearly 200 members and partners include utilities, public agencies, community organizations, engineering and technology firms, environmental groups, agricultural interests, labor unions, researchers, artists and culture bearers, and many others. We:

- **Educate** the nation on the true value of water and engage an expanding base of One Water champions through mutual discovery, learning, and communications.
- **Initiate** new approaches and solutions to our most pressing water challenges, leveraging powerful partnerships, authentic engagement, and cultural strategies to advance One Water solutions.
- **Accelerate** the adoption and scaling of the mindset, practices, and policies behind the One Water approach to advance a better quality of life for all.
- **Celebrate** what works to advance the One Water movement and solutions to inspire and spread innovation in water system transformation.

For more information, please visit our website at www.uswateralliance.org.



Compensation and Benefits

The salary range is \$49,100-\$91,400, with a midpoint of \$72,250. New hires typically receive between the minimum and mid-point; however, the actual salary offer may be slightly higher based on qualifications, internal equity, and market rates.

The US Water Alliance offers an excellent benefits package that includes:

- Health Benefits: Medical, Vision, Dental
- Short- and Long-Term Disability and Life Insurance
- Employee Assistance Program
- Flexible Spending Plans
- 401(k) Retirement Plan
- Generous Paid Time Off (PTO)
- 10 paid holidays, plus a 6-day winter break at the end of the calendar year.
 - Other benefits: supplemental paid leave (sabbatical, parental, bereavement), professional development, and remote work stipend.

Location

While most work is performed remotely, travel will be required for occasional on-site events, gatherings, and program or development needs.

Position Overview

Reporting to the Chief Operating Officer, the Executive Assistant will support C-Suite executives and serve as the liaison to the Board of Directors. They will manage complex calendars, coordinate meetings across multiple time zones, organize travel, document meeting minutes, and handle administrative tasks efficiently and accurately. The Executive Assistant is an innovative problem-solver with high standards for professional communication and discretion, capable of working effectively in a fast-paced team environment. This role requires a high level of autonomy, strategic thinking, and influence to ensure the leaders time and priorities are aligned for maximum impact.

What You'll Do

Executive Time Management & Strategic Support

- Proactively prioritize, coordinate, and safeguard the executive's time, ensuring alignment with organizational priorities, key decision points, and board directives.
- Make sound decisions with limited information, constantly reprioritize throughout the day without losing effectiveness, and stay calm under pressure.
- Anticipate needs before they arise—identify risks, conflicts, and organizational dynamics; equip leaders with proactive solutions and options.



- Exercise executive judgment to resolve issues independently, understanding when escalation is needed.
- Monitor executive commitments to ensure progress, follow-ups, and cross-department coordination are completed.
- Draft, review, and format executive-level correspondence, confidential communications, presentations, and reports.

Meeting Coordination & Documentation

- Provide strategic oversight and execute meetings, off-sites, and key engagements—ensuring clear purpose, aligned outcomes, and efficient resource use.
- Design and maintain a focused calendar that reserves time for deep work, schedules meetings for maximum effectiveness, and anticipates conflicts across different time zones.
- Manage meeting preparation and follow-up, including creating agendas, preparing briefing materials, taking notes, and tracking action items; monitor deadlines and support progress on priorities.

Travel Management

- Plan and coordinate domestic and international travel, managing registrations, accommodations, transportation, complex itineraries, and required documentation.
- Assist the Events & Operations Manager in developing and monitoring the budget for in-person events, including hotel and meeting space arrangements, contract negotiations, vendor management, room block management, team-building activities, travel and ground transportation logistics, catering, and more.
- Manage the executive's travel expenses and process reimbursements promptly.
- Enhance travel efficiency and promote proactive communication with local partners.
- Assist in preparing presentations and speaking engagements delivered by executives.

Relationship & Partner Management

- Build and maintain strong relationships with internal and external partners to promote collaboration, improve communication, and eliminate potential redundancies.
- Assist with managing external contacts; proactively identify who they are, their role in the One Water movement, and track the communication needed to build and maintain the relationship.
- Make sure the executive's priorities are communicated to the relevant staff involved in key cross-functional initiatives.

Organizational Support

- Support for grant and contract requirements and implementation.
- Respond to information requests from organization leaders, members, and external partners.



- Assist with membership drives and updating the membership database.
- Assist with conference preparations by creating forms, program details, marketing materials, and assembling packets.
- Support the coordination and/or completion of special projects

Other Duties

Please note that this job description is not intended to be a comprehensive list of the activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time with advance notice.

What you bring to this role

The Executive Assistant must have a strong work ethic, be open to coaching, handle multiple workstreams, demonstrate professionalism and excellent customer service, and focus on solving problems rather than working around them.

Experience:

- 5+ years of administrative experience, including at least 3 years supporting multiple executives.
- Experience with nonprofit or membership associations is a plus.

Track record of:

- Impeccable organizational skills and attention to detail, combined with exceptional written and oral communication abilities.
- Handling complex administrative tasks independently, making decisions following standard policies and procedures, and escalating and conferring with others as needed.
- Managing multiple requests across time zones with an emphasis on quality and efficiency.
- Handling sensitive and confidential issues with maturity, discretion, and good situational awareness.

Software/Technology:

- Microsoft Office Suite: Excel, Word, PowerPoint, Outlook, Teams, OneNote
- File management platforms (e.g., Box, SharePoint)
- CRM software (e.g., Salesforce)
- Virtual meeting platforms such as Zoom or Microsoft Teams

Abilities:

- Able to work in a fast-paced environment, make progress on multiple tasks simultaneously, and meet deadlines.
- Capable of quickly synthesizing information and clarifying ambiguous situations.



- Skilled at building strong relationships with executives, directors, team members, and other internal and external partners, providing top-tier customer service in every interaction.

Mindset:

You are:

- Always striving for improvement and enjoying staying current with technologies, trends, and best practices.
- Able to think outside the box and eager to roll up your sleeves to deliver high-quality work.
- Positive, graceful, and professional while demonstrating passion and integrity in pursuit of the US Water Alliance's mission.
- Committed to and have demonstrated experience with principles of diversity, equity, and inclusion at both institutional and interpersonal levels.
- Willing to take on new challenges and find opportunities to improve operations.
- Curious, adaptable, and eager to learn and grow

Apply

Please submit your CV/resume and cover letter [here](#).

This position is open until filled; however, those applications received by **March 23, 2026**, will receive first consideration.

What to Expect

We'll review your application materials for experience, knowledge, and abilities required to perform the job successfully. **Only those selected to advance in this process will be contacted for an interview.**

Candidates must possess current and valid U.S. Work Authorization and be eligible to work for any U.S. employer without sponsorship.

As part of our standard hiring process, employment will be contingent upon the successful completion of a background check.

The US Water Alliance is an equal opportunity employer committed to building and maintaining a diverse staff and a welcoming workplace for all. Applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran or disability status, or other applicable legally protected characteristics.

If you require assistance due to an accessibility issue in the application or recruitment process, please submit a request to hr@uswateralliance.org.