



## President and Chief Executive Officer

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**Overview:** Founded in 1915, and located in Trenton, NJ, the New Jersey Utilities Association (NJUA) represents the state's investor-owned electric, natural gas, telecommunications, water and sewerage companies. These organizations reliably and efficiently provide vital services to virtually every citizen, commercial business and industry in New Jersey. The NJUA serves the utility industry in New Jersey through the work of its staff and various committees.

NJUA works to: (a) promote a broader understanding of the investor-owned utility industry and its contributions to public well-being and New Jersey's economy; (b) advocate for the industry before the State Legislature and regulatory agencies to achieve policies that promote the interest of utilities and their customers in the provision of safe, reliable, environmentally conscious and cost effective services; and (c) improve efficiency and service through the exchange of ideas, experience and know-how among utility companies.

**Position Description:** The President/CEO is the principal administrative executive officer of the Association and, under the supervision of the Board of Directors, its Executive Committee and the Chairman, manages, plans and executes all activities of the Association. The principal activities of NJUA include legislative and regulatory issues management and advocacy, public relations, consensus development, meeting planning and coordination, events planning and management.

As the organization's leader and senior executive, the position is also responsible for hiring and supervising a small staff to ensure that all activities conducted support the objectives of the organization. It is also the responsibility of the position to ensure the timely and accurate performance of the administrative and operational functions necessary to run an organization, such as budgeting and financial management, human resources management, vendor identification and negotiation, recordkeeping, reporting, and legal compliance.

A key responsibility of this position will be to identify through regular member communications cross-cutting public policy issues ripe for NJUA involvement and promote activities within the State to advance solutions. This will involve extensive interaction and communication with external audiences, including public officials, and will thus require the incumbent to be a registered Governmental Affairs Agent exclusively representing NJUA in compliance with the rules of the New Jersey Election Law Enforcement Commission.

**Reports to:** Chairman of the Board of Directors

**Accountable to:** Executive Committee and Board of Directors

**Necessary Skills and Background:** The successful candidate will be an excellent listener and have strong written and verbal communication skills. This person will, while respecting the interests of all members, have an ability to work with diverse interests to find areas where the greatest interest of all utilities will be served. The successful person will be one of great initiative and enthusiasm and will be equipped to advance initiatives that will accomplish the mission of the organization. The successful candidate will have a successful track record in the New Jersey legislative and regulatory policy arenas, with familiarity with the issues facing investor-owned utilities a plus. The position requires an energetic and strong leader with demonstrable experience building consensus, managing and motivating people and problem-solving. Strong organizational skills to meet the demands of a fast-paced environment are essential. This person should be an effective spokesperson and communicator, with knowledge of and experience in association management preferred.

- Superior interpersonal skills to enable internal teamwork and external relationship-building with a diverse constituency, including member companies, government officials, media, other interest groups and the general public.
- Strong written and oral communication skills, with experience drafting and presenting testimony, regulatory comments, articles, reports and public speeches.
- Demonstrated success in coalescing the interests of diverse constituencies to achieve desired public policy outcomes.
- Direct experience supervising personnel and managing an organization in a primary or secondary role.
- Ability to manage multiple projects simultaneously, prioritize work and meet deadlines in a demanding, fast-paced environment.
- Experienced and comfortable working in an organization with an externally-focused mission.
- Strong computer literacy. Experience with the Internet; Microsoft Office, including Word, Outlook, and Excel required, Access and PowerPoint preferred.
- Ability to travel. Valid driver's license required.
- Bachelor's Degree from an accredited college or university.
- Ten to fifteen years experience in government and public affairs, public policy or related professions, with a minimum of 7 years experience in New Jersey legislative and regulatory affairs.

To apply, send resume with salary history and requirements to: [HRV@middlesexwater.com](mailto:HRV@middlesexwater.com) by June 17, 2019. No phone calls, please.

*NJUA is an Affirmative Action/Equal Opportunity Employer*