

## **Executive Director for Massachusetts Non-Profit Environmental Professional Association**

The LSP Association, Inc. (LSPA) is seeking a highly motivated, organized, and collaborative Executive Director.

The LSPA is the non-profit, 501(c)(6) association for Licensed Site Professionals (LSPs) and related practitioners working in Massachusetts. LSPs are scientists, engineers, and public health specialists licensed by the Commonwealth to oversee the assessment and cleanup of oil and hazardous material released to the environment.

**The Role:** The Executive Director (ED) is responsible for the day-to-day operation of the organization, as well as for the performance, activities, and services provided to its membership by LSPA employees, contracted service providers, volunteer committee chairs, and other volunteer function leaders. The ED works closely with the LSPA Board on matters of strategy, advocacy, and policy.

The ED will participate directly with the Massachusetts Department of Environmental Protection (MassDEP) on regulatory, technical, and professional practice topics of interest, developments, and trends. The ED will also act as a liaison with the Massachusetts Board of Hazardous Waste Site Cleanup Professionals, monitoring regulatory and disciplinary developments that may impact LSPs.

### **Minimum Experience:**

- At least 5 years of leadership experience at an organization of comparable scope.
- Experience working with volunteers from professional backgrounds.
- Knowledge of Massachusetts state regulatory process, policies, and practices.
- Experience with advocacy and/or non-profit organizations.
- A bachelor's degree, preferably in a science, policy, or management field.

### **Preferred Experience:** Basic knowledge of or experience with the following:

- Environmental science, waste site cleanup, or risk assessment/toxicology.
- Privatized waste site cleanup under the Massachusetts Contingency Plan.

### **Responsibilities:** The ED's job functions include, but are not limited to:

- Actively manage LSPA staff of two to successfully carry out the work of the association.
- Plan monthly meetings of the LSPA Board and coordinate other meetings as needed.
- Work closely with the Treasurer to review monthly financial reports, develop the annual LSPA budget, work with advisors and institutions, and manage LSPA assets.
- Oversee the LSPA's operational committees: Education, Emerging Professionals, Legislative, Loss Prevention, Regulations, Technical Practices, and Western Massachusetts.
- Assist with the development and delivery of events and continuing education courses, which are offered in-person, as live webinars, and as on-demand courses.
- Represent the LSPA publicly as a liaison to MassDEP, the Massachusetts Board of Hazardous Waste Site Cleanup Professionals, other government agencies, nonprofits, the state legislature, the media, and the public.

**Leadership Abilities:**

- Communicate effectively and translate technical concepts clearly.
- Foster a collegial culture of collaboration, innovation, and transparency.
- Manage the high-quality output of a small, professional, and creative staff.
- Identify issues and facilitate consensus-based decision making.
- Respond to the needs of members with a customer service mentality.
- Manage the finances and operations of the association.
- Multitask and jump in to support others when needed.
- Support the Board of Directors to realize effective use of their time.
- Stay abreast of emerging issues with thoughtful curiosity.

**Compensation and Benefits:** The ED position is a full-time, salaried, exempt position with a salary commensurate with experience and qualifications, starting at \$110,000. The position offers paid time off (vacation, sick, personal) and ten holidays.

This position is primarily remote although it requires in-person attendance at meetings and events within Massachusetts on a regular basis within typical business hours, as well as at least one monthly evening event.

**Equal Employment Opportunity:** The LSPA acts in accordance with all applicable Federal and State laws; we do not discriminate based on race, color, religious creed, national origin, gender, pregnancy, gender identity or expression, sexual orientation, military service, veteran status, age, ancestry, genetic information, or disability in the provision of or access to services, employment and activities.

It is our understanding that some qualified applicants may self-select out of opportunities if they don't meet all of the position requirements. If you are interested in joining our organization, we encourage you to apply as we consider each applicant's unique skills and experience seriously.

**How to Apply:** The candidate must submit a resume and cover letter that describe qualifications and specific experiences that match the needs of the LSPA described herein. Applications will be accepted on a rolling basis until the position is filled. Please send your electronic application to [careers@lspa.org](mailto:careers@lspa.org). Any questions can also be submitted to [careers@lspa.org](mailto:careers@lspa.org).