Deputy Director
Upper Mississippi River Basin Association

Employment Type:	Full time
Location:	Edina, Minnesota (hybrid; at minimum three days/week in office)
Salary Range:	$110,000 to $140,000
Benefits:	Insurance, retirement, and leave benefits are outlined below
Applications:	Applications are due **December 11, 2026**; instructions are provided below

The Deputy Director is responsible for translating the strategic goals of the Upper Mississippi River Basin Association (UMRBA) into impactful processes and outcomes. In consultation with the Executive Director, the Deputy Director develops strategic and tactical plans, manages and evaluates the delivery of programs and projects, supports partnership opportunities, and promotes connections and collaborations. The Deputy Director strengthens and builds program opportunities, including by helping to secure funding support for strategic initiatives.

As a senior leadership role, the Deputy Director interacts with UMRBA Board Members, supports UMRBA meetings and communications, and represents the organization externally. The Deputy Director builds and maintains relationships with key partners and affected stakeholder interests.

Specific Responsibilities

Program Oversight:

Develop and guide tactical work plans of UMRBA programs and projects to ensure they are aligned with UMRBA mission, goals, and values as well as meeting any contractual obligations.

- **Strategic Alignment:** Support the Executive Director by evaluating strategic goals and objectives, establishing performance metrics, and guiding program and project implementation.
- **Work Plan Development:** Design detailed tactical work plans, timelines, and deliverables across UMRBA's multi-state portfolios in collaboration with program and project staff.
- **Public Participation:** Design innovative and accessible pathways for public and stakeholder participation to inform UMRBA positions and perspectives.

Personnel Supervision and Workplace Culture:

Supervise and advise four to six staff members, ensuring that UMRBA's programs and projects are carried out in a manner consistent with organizational strategic priorities and goals.

- **Performance Management:** Clearly establish and communicate work expectations, provide routine professional guidance and intentional coaching, and evaluate staff performance.

- **Talent Administration:** Recruit, hire, train, and evaluate Association staff in accordance with the UMRBA Manual of Personnel Practices and Procedures.
- **Staff Development:** In partnership with the Executive Director and Operations Manager, cultivate a collaborative and engaging culture that inspires a commitment to excellence; foster and empower a focused, productive, and diligent team mindset.
- **Workplace Safely:** Maintain a safe, supportive, and secure work environment for all personnel.

Partnerships and Interjurisdictional Liaison:

- **Interagency Diplomacy:** Serve as a primary liaison to state and federal government agencies, non-governmental organizations, and basin stakeholders.
- **External Representation:** Represent UMRBA, its consensus positions, and its strategic views at critical national and regional forums.

Non-Discrimination, Equity, and Compliance:

- **Policy Assurance:** Assure organization-wide compliance with UMRBA's non-discrimination policies, including grievance procedures, public participation guidelines, and staff training.
- **Equity in Outcomes:** Execute specific measures to ensure equity in both UMRBA organizational administration and programmatic matters, creating pathways to improve equity in community opportunity and outcomes.

Position Qualifications

- **Education:** Advanced degree (Master's, MPA, or Ph.D.) in public administration, public policy, environmental management, water resources, natural resource policy, or a related field; or an equivalent combination of education and significant senior-level experience.
- **Experience Tiers:** Minimum of 10 years of progressively responsible professional experience in public policy and planning, water resources planning, or interjurisdictional coordination, including a proven track record of supervising multi-disciplinary teams.
- **Policy and Process Knowledge:** Demonstrated knowledge of interstate water resource-related issues and policies and navigating interagency and stakeholder negotiations.
- **Core Leadership Skills:** Excellent ability to translate high-level board strategies into operational reality, facilitate intergovernmental or multi-party collaborative planning processes, and foster a healthy, collaborative organizational environment.
- **Travel:** Willingness and ability to travel regionally and nationally, averaging three to four times per year.
- **Equity Statement Alignment:** Deep commitment to diversity, equity, and accessibility. Demonstrated capacity to model UMRBA's non-discrimination and inclusion values within the UMRBA staff team and among UMRBA partners and external stakeholders.

Benefits Package

- **Direct Compensation Option:** An additional 30 percent of the base salary is provided directly to the employee in lieu of traditional organization-sponsored insurance and retirement plans, maximizing personal choice.
- **Tax-Sheltered Health Spending Options:** Access to tax-sheltered health insurance or flexible spending account options.
- **Tax-Sheltered Retirement Savings**: Eligibility for an organizational 403(b) retirement savings plan (employee-funded contributions only).
- **Paid Time Off:** Accrued vacation, sick leave, holidays, and other eligible paid and non-paid leaves of absence.

Application Instructions

By December 10, 2026, interested candidates should submit their application materials electronically via email to umrba@umrba.org. Please include the job title in the subject line of your email. A complete application must include the following materials compiled into a single PDF file:

- Cover letter
- Resume
- Brief writing sample

About the Upper Mississippi River Basin Association (UMRBA)

The UMRBA is a non-profit organization formed in 1981 by the Governors of the five Upper Mississippi River states (Illinois, Iowa, Minnesota, Missouri, and Wisconsin) to provide a forum for discussion and collective action on regional water resource issues. Each state is represented on UMRBA by a gubernatorial designee, typically from the state agency with primary responsibility for water management. Federal advisory members include the USACE, USDA, USCG, USEPA, USFWS, USGS, MARAD, and FEMA. UMRBA's activities span a broad range of issues, including commercial navigation, ecosystem health, water quality, flood risk management, hydropower, spill response, and aquatic invasive species. Additional information is available on the UMRBA website at www.umrba.org.

As a leading organization in the Midwest dedicated to solving the complex water resource challenges facing the Upper Mississippi River Basin, UMRBA recognizes the essential importance of including all people and communities in the process of creating and implementing solutions to these challenges. UMRBA welcomes, respects, and appreciates all of the ways individuals identify by race, ethnicity, gender identity, sexual orientation, religion, disability, and socioeconomic stratum, and is consistently striving to expand the range of voices, experiences, and perspectives that are heard in the discussions we convene throughout the Basin. UMRBA is also committed to understanding and addressing the impact that its policies and programs have on different people and communities, and working to ensure equity in opportunity and outcomes.

UMRBA is an equal opportunity employer and does not discriminate on the basis of ethnicity, religion, national origin, gender, age, gender identity, gender orientation, family status, or mental or physical limitations unrelated to bona fide job requirements.