

OPTIMIZE

WATER SOLUTIONS™

Creating Clean and Empowering Water Solutions

JOB DESCRIPTION

Position: Administrative Chief-of-Staff

A. Overview

Optimize Water Solutions LLC designs and manufactures mobile, solar-powered water pumping and purification systems to provide clean water to communities in emergency situations as well as areas with compromised water quality. We are a mission-driven organization focused on delivering sustainable water solutions for disaster relief and long-term community development. The company is committed to innovation, quality, and impact, and seeks high-level administrative support to streamline operations as it scales, enhancing organizational efficiency. The Chief of Staff will play a key role, taking on key administrative and strategic responsibilities that enable leadership to focus on high-level priorities.

Optimize Water Solutions operates across North America, including the US, Canada, Mexico, and the Caribbean, but is largely focused on the 13-state Appalachian Region.

B. Position Summary

The **Chief of Staff** is a trusted partner to the CEO and Chief Market Development Officer, responsible for managing a wide range of administrative, operational, and strategic tasks to optimize leadership effectiveness. This role will oversee cross-departmental coordination, assist in managing internal and external communications, and ensure that leadership priorities are executed efficiently. The **Chief of Staff** will also take the lead on key initiatives, including process improvements, reporting, and project management, while serving as a point-of-contact for both internal staff and a broad range of external partners.

Reporting to the CEO, the **Chief of Staff** will collaborate extensively across the organization, contributing to the organization's strategic growth and operational excellence. The role features significant customer contact as well as day-to-day communication with Optimize Water Solutions Leadership as well as the organization's Board of Directors.

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C. Responsibilities:

- Act as a strategic advisor and thought partner to the CEO and Chief Market Development Officer, helping to prioritize tasks, manage projects, and ensure follow-through on key initiatives.
- Oversee daily administrative operations, including scheduling, meeting preparation, and email management for senior leadership.
- Coordinate and facilitate cross-functional meetings, ensuring agendas are clear, action items are assigned, and progress is tracked.
- Serve as a liaison between the leadership team and internal departments, ensuring clear communication and alignment on company priorities.
- Manage special projects and strategic initiatives as directed by the CEO, including process improvement projects, reporting, and operational audits.
- Draft, review, and distribute internal and external communications on behalf of the leadership team.
- Oversee internal reporting processes, including preparing regular updates for the Board of Directors, investors, and key stakeholders.
- Identify opportunities to improve organizational efficiency and implement best practices across departments.
- Support the CEO and Chief Market Development Officer in developing and executing strategic plans, including new market entry, partnership development, and fundraising efforts.
- Assist in hiring, onboarding, and talent management efforts, ensuring alignment with company culture and goals.
- Manage confidential and sensitive information with the utmost discretion.

D. Qualifications

1. Knowledge and Skills

- Motivated to build a timely clean energy and water solutions company with experienced growth managers/entrepreneurs.
- A desire to work on projects related to alternative energy, and community development / sustainability.
- Strong organizational and project management skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills, including the ability to draft professional correspondence, reports, and presentations.
- Strong problem-solving skills with the ability to think strategically and critically.
- High emotional-intelligence and interpersonal skills to build trusted relationships with internal and external stakeholders.

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- Ability to work independently and take initiative, while also collaborating effectively with diverse teams.
- Understanding of business operations and experience working in a fast-paced, entrepreneurial environment.
- Knowledge of the renewable energy or water solutions sector is a plus, but not required.

2. Competencies

- Creative thinker, independent worker and self-starter.
- Highly self-motivated and proactive in identifying and addressing organizational needs.
- Exceptional attention-to-detail and ability to manage complex, multi-faceted tasks.
- Strong business acumen with a focus on operational excellence and continuous improvement.
- Ability to maintain a high level of discretion and confidentiality.
- Strong interpersonal skills, with a demonstrated ability to influence and build relationships at all levels of the organization.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and project management tools.
- Adept in Artificial Intelligence (AI) tools and applications for streamlining administrative workflows, enhancing communication efficiency, and supporting data-driven decision-making.
- Comfortable working in a dynamic environment with evolving priorities.
- Strong negotiation skills. Ability to present points of view in an effective way, representing well the interests and position of the organization and gain support for ideas.

3. Education

- Bachelor's degree in Business Administration, Communications, or a related field.
- Master's Degree is a plus, but not required.
- Relevant work experience may be considered in lieu of a formal degree.

4. Experience

- 3+ years of experience in an administrative, project management, or operations role, preferably in a fast-paced, entrepreneurial environment.
- Previous experience as a Chief of Staff or similar role supporting senior leadership is highly desirable.
- Experience managing complex projects and cross-functional teams.
- Prior experience in the resiliency, renewable energy, or water technology sectors is a plus.

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5. Certifications

- None required, but PMP (Project Management Professional) certification is a plus.

E. Key Relationships

- Reports directly to the CEO.
- Works closely with the Chief Market Development Officer.
- Collaborates with department heads across Business, Operations, and Finance teams.
- Acts as a key point of contact for external partners, clients, and stakeholders.
- Engages with suppliers and workforce development partners.

F. Physical Requirements

- This position frequently works in an office environment and requires dexterity to operate general office equipment, including computers, copiers, and phones.
- The responsibilities of this position may include sitting for extended periods.
- Occasionally, the role may require attendance at off-site meetings or events, including travel as needed.

G. Working Environment

- This position operates in a hybrid work environment, combining office-based tasks with some remote work as needed.
- The Chief of Staff must be comfortable working flexible hours to accommodate the needs of the leadership team, including occasional evening or weekend work.

Optimize Water Solutions LLC is an Equal Employment Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, citizenship status, military status, protected veteran status, religion, creed, physical or mental disability, medical condition, marital status, sex, sexual orientation, gender, gender identity or expression, age, genetic information, or any other basis protected by law, ordinance, or regulation.

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