

Contact

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(LinkedIn)

Top Skills

Dual Citizenship
Writing
Public Speaking

Languages

English (Native or Bilingual)
Spanish (Limited Working)
Italian (Limited Working)

Eric Wachter

Director, Office of the Executive Secretariat at U.S. Environmental Protection Agency (EPA)

Washington, District of Columbia, United States

Summary

Leader of operations and of teams driving success through connection and collaboration. By building consensus, working with diverse teams, and demonstrating genuine care and respect, I have been able to lead departments and organizations through tumultuous changes, competing agendas, and highly demanding workloads.

Throughout my career, I have also developed strengths in maximizing outcomes with minimal budgets and resources through process optimization, automation, and creative solutions. As a chief of staff and operational leader, I have held oversight of diverse functions, including: Budgeting and Finance; Communications and Press; Human Resources; Information Technology; Inclusion and Diversity Programs; Facilities Management; Emergency Response; and Government Relations.

Experience

US Environmental Protection Agency (EPA)

Director, Office of the Executive Secretariat

May 2021 - Present (2 years 6 months)

District of Columbia, United States

As office director, I lead four teams in the office that supports the Office of the Administrator and Deputy Administrator of the EPA with information management and public correspondence functions. Team members under my supervision include correspondence analysts, Freedom of Information Act (FOIA) attorneys, and the records liaison officer. I oversee management of federal records; responses to Congressional requests and FOIA requests from the public; final review and editing; document preservation; and compliance of all correspondence and documents with statutory and regulatory requirements.

WPP

2 years

Director of Programs and Strategy

November 2019 - April 2021 (1 year 6 months)

New York City Metropolitan Area

Serve as a key member of global people team, implementing strategy and modernization programs. Identify inefficiencies and provide solutions to the Chief People Officer and team members. Support the heads of verticals across the organization, collaborating with multiple departments including Finance, Procurement, Facilities, Legal, IT, and Budgeting. Oversee delivery of a wide range of special projects, varying in size, complexity, and confidentiality. Support leaders across the organization by in implementing organizational priorities, identifying opportunities, and providing cohesive organizational leadership.

- C-suite/VP-level Influence: Assisted the Chief People Officer in multiple stakeholder communications by developing a people management narrative and translating complex topics into simpler themes for different audiences.
- Operations Leadership: Advanced smooth and efficient operations by ensuring that staff across the organization understood the goals and future direction of the organization.
- Strategic Project Management: Established and executed companywide initiatives and events including town halls, internships programs, and the COVID-19 rapid response.

Manager of People Operations and Administration

May 2019 - November 2019 (7 months)

Greater New York City Area

Key team member of new Global Chief People Officer for successful rollout of a large-scale global modernization program. Planned and directed administrative, financial and operational activities for the people management team on behalf of the CPO. Organized development of new processes and solved critical issues to facilitate day-to-day action, communication, and efficient decision-making.

- Senior Management Support: Directly supported the people (HR) team with strategic planning, hiring, advising on company policies, stakeholder communication and managing project initiatives.
- Team Development: Secured strong collaboration among teams and staff, successfully driving the human resources modernization program, maximizing impact and improving overall organizational health.
- Multinational Partnerships: Collaborated closely with London headquarters on strategic projects, as well as tactical execution of the human resources and communications modernization agenda.

NJ Department of Environmental Protection
Chief Of Staff
January 2018 - April 2019 (1 year 4 months)
Trenton, NJ

I was brought on board during a change in administration to guide the transition and quickly ramp up operations. I took on multiple roles while hiring an entirely new team, provided leadership for remaining staff, and quickly prioritized, responded to, and resolved concurrent, urgent issues. I am responsible for the daily operations of the 2,600-person state agency and direct oversight of seven key functions: Budgeting and Finance; Communications and Press; Diversity, Equal Opportunity and Public Contracting Assistance; General Services; Government Relations; Human Resources; and Information Technology.

Some of my key initiatives have included:

- Supporting the Commissioner in developing and implementing policies, goals, and objectives to drive the agency's mission and priorities.
- Improving employee morale through implementation of more flexible work schedules.
- Revising travel policy to reduce costs and carbon emissions while demonstrating environmental leadership to constituents.
- Diversity and Inclusion: I led reinstating of affinity group celebrations and events such as Women's History Month and Asian American and Pacific Islander Month, attracting high-profile speakers and strong attendance. I organized the first Pride Month event in the department's history.

New Jersey Senate Majority Office
Deputy Executive Director
August 2017 - January 2018 (6 months)
Trenton, New Jersey

I joined the office during a challenging transition to provide executive-level leadership and establish operational policies and processes. I oversaw staffing, programs, press shop, and daily operations. Communications functions were a large part of this role as well. I assigned, reviewed, and edited communications, including event briefing packages and press releases.

Some of my key initiatives during this time included:

- Redesigning the briefing package to better serve the needs of the Senate President.
- Taking over the massive, statewide, letter-writing campaign and revamping processes and systems to improve accuracy and professionalism.
- Developing a more genuine, engaging voice for the Senate President's Twitter account to increase followers.

US Environmental Protection Agency (EPA)

8 years 1 month

Director, Office of the Executive Secretariat

June 2009 - January 2017 (7 years 8 months)

Washington D.C. Metro Area

As office director, I led four teams in the office that supported the Office of the Administrator and Deputy Administrator of the EPA with information management and public correspondence functions. Team members under my supervision included correspondence analysts, Freedom of Information Act (FOIA) attorneys, and the records liaison officer. I oversaw management of federal records; responses to Congressional requests and FOIA requests from the public; final review and editing; document preservation; and compliance of all correspondence and documents with statutory and regulatory requirements.

My key initiatives in this role included:

- Establishing processes for managing the Administrator's primary email account (1 million+ messages received annually) following an agencywide system conversion from Lotus Notes to Outlook.
- Revising and updating the EPA's Correspondence Manual writing and style guide and leading agency-wide adoption.
- Overseeing agencywide compliance with the Plain Writing Act of 2010.
- Spearheading the development and implementation of paperless interagency efficiencies as Chair and Vice Chair of the Council of Federal Executive Secretariats.

Confidential Assistant to the Administrator

January 2009 - June 2009 (6 months)

Washington D.C. Metro Area

Appointed by President Barack Obama to this role starting on the first day of his administration, I helped ramp up and manage operations for the Administrator's office, establishing communications procedures for key staff and advisors and identifying and interviewing candidates. I accompanied the Administrator on trips and at meetings and events; recorded notes; and delegated and managed follow-up action items. I reviewed, vetted, and prioritized requests and issues, assessing which items to escalate to Administrator. I also edited and submitted the weekly EPA cabinet report to the White House.

Obama-Biden Transition Project

Environment and Energy Team Staff Member

December 2008 - January 2009 (2 months)

Washington D.C. Metro Area

In this role I collaborated with senior officials and outgoing appointees of the EPA on operational transition efforts. I coordinated the selection process for political appointments and evaluated top candidates. I assisted the EPA Administrator nominee with composing and editing testimony and responses for her confirmation process. I also joined the nominee at visits with Senate Environment and Public Works committee members and Congressional leadership and oversaw follow-up.

NJ Department of Environmental Protection

Special Assistant & Scheduler to the Commissioner / Communications Project Manager

May 2004 - December 2008 (4 years 8 months)

Trenton, NJ

I oversaw projects requested by the Commissioner or the Governor's Office. I managed requests from the Office of the Governor, Cabinet members, state legislators, state congressional delegation, federal agencies, state commissions and local officials. I managed the Commissioner's schedule while diplomatically balancing urgent requests, priorities, and current issues. I researched, wrote, and edited newsletter articles, Commissioner columns, op-ed pieces, program brochures, talking points, briefing packets, speeches, and other documents.

Some of my key initiatives in this role included:

- Organizing the Governor's Conference on Workforce and Economic Development put on the New Jersey Department of Labor and Workforce Development, to include coordinating 27 panels and 125-plus speakers.
- Developing and executing a plan for successful passage of a ballot in the 2005 general election to fund a diesel-emission control program as the lead communications contact.
- Representing the Commissioner on the DEP Task Force on Permitting Process Review and the New Jersey Economic Development Authority Board of Directors.

University of Notre Dame

Sports Information Assistant

July 1996 - August 2001 (5 years 2 months)

Notre Dame, IN

- Press officer and communications contact for NCAA champion women's basketball, football and multiple Olympic sports teams, serving as official team spokesman.
- Duties included writing press releases, game stories and other department publications and newsletters; writing and designing media guides; designing department publications and promotional materials; maintaining webpage content and team statistics; developing and maintaining photo library; traveling with select teams to road competition; and various other day-to-day responsibilities associated with media communications.
- Shared responsibilities of game preparations, filling media requests for all sports while completing all projects assigned by sports information director.

Education

University of Notre Dame

Bachelor's Degree, Political Science · (1992 - 1996)

University of Notre Dame - Mendoza College of Business

Master's Degree, Non-Profit/Public/Organizational
Management · (1996 - 2001)