Program Manager

Position Overview
Reporting to a Senior Program Manager or Program Director, the Program Manager has broad responsibility for the successful execution of a portfolio of programmatic initiatives being undertaken by the US Water Alliance. Managing these initiatives requires excellent project management and writing abilities; significant engagement from multiple stakeholders including Alliance leadership, program staff, and external partners; and experience building or supporting multi-sector coalitions. Ideally, the Program Manager will have a background in water, environmental policy, infrastructure, environmental justice, community development, leadership development, arts and culture, or a related field.

For examples of current initiatives in the US Water Alliance’s portfolio please visit our program overview webpage.

Key responsibilities include but are not limited to:
- **Workplan Management.** Develop and successfully manage project timelines with multiple moving parts and partners.
- **Research and Writing.** Conduct research, policy analysis, and writing to produce reports, policy briefs, case studies, memos, and articles relevant to the project.
- **Event Coordination.** Produce webinars, meetings, workshops, stakeholder forums, and learning exchanges related to the deliverables and goals of the initiative.
- **Coalition Building and Stakeholder Management.** Convene diverse stakeholders to collect feedback on program activities. Coordinate strategic engagements with US Water Alliance members, including utilities, government agencies, business leaders, and community organizations.
- **External Communications.** Develop and manage communications about the initiative, including webpage content, press releases, announcements, etc., with Alliance communications staff. Respond to requests for information and support from US Water Alliance members and partners.
- **Contract Management.** Manage consultants working on program deliverables as needed.
- **Represent the Alliance at Industry Functions.** Occasional travel to deliver presentations and represent the US Water Alliance at various meetings and events.

Qualifications/Skills
- Bachelor’s degree in a related field; graduate degree preferred
- Minimum of six years of experience in related field
- Excellent writing, editing, and verbal communications skills; ability to write about complex topics for a variety of non-technical audiences
- Strong research and analytical skills
- Experience in supporting and implementing innovative programs or policy initiatives
- Demonstrated capacity for critical, independent, and creative thinking while working within and across teams
- Well-organized and able to work in a fast-paced environment with multiple priorities and deadlines
- A team player with strong collaboration skills

**Compensation and Location**
The US Water Alliance offers an excellent benefits package and a competitive salary that is commensurate with experience and in line with the organization’s budget. Benefits include paid vacation, health, vision, and dental insurance, and a 401(k) retirement plan. Qualified candidates will be considered regardless of location. While most work is performed remotely, some travel may be required for occasional on-site events and gatherings. Travel will also be required for program and/or development needs.

**To Apply**
Please send your CV/resume, a cover letter, and two original, unedited writing samples via email to: hr@uswateralliance.org with “Application: Program Manager” in the subject line. If you are interested in a specific program, please also include the program name in the subject line.

_The US Water Alliance is committed to building and maintaining a diverse staff and a welcoming workplace for all._