



## **Program Manager**

*Position located in San Francisco, CA office*

100% FTE salary commensurate with experience

**Application Deadline: Wednesday March 21**

This position, available immediately, is an exciting opportunity to join the staff at the US Water Alliance.

### **About the US Water Alliance**

Founded in 2008, the US Water Alliance advances policies and programs that build a sustainable water future for all. We are driving a One Water movement—an approach to water stewardship that is integrated, equitable, and sustainable. We:

- *Educate the nation about the true value of water and the need for investment.* The US Water Alliance coordinates the Value of Water Campaign which builds public and political will for investment in sustainable water infrastructure and water resources.
- *Accelerate policies and programs that manage water resources to advance a better quality of life for all.* We convene diverse interests to identify and advance practical, achievable solutions to our nation's most pressing water challenges. We do this through national dialogues, knowledge building and peer exchange, the development of forward-looking and inclusive water policies and programs, public education, and coalition building.
- *Celebrate what works.* We shine a light on those who engage in groundbreaking work through storytelling, cataloging and disseminating best practices, and spearheading special recognition programs that focus attention on how One Water leaders are building stronger communities and a stronger America.

The US Water Alliance is a national nonprofit organization with offices in San Francisco, CA and Washington, DC. For more information, please visit our website at: [www.uswateralliance.org](http://www.uswateralliance.org)

### **Position Overview**

The Program Manager has broad responsibility for the successful execution of a portfolio of programmatic initiatives being undertaken by the US Water Alliance. This position requires a high degree of collaboration with US Water Alliance staff, members, and funders. We are seeking a candidate with top-notch project management and writing abilities; strong relationship-building skills; and experience in building or supporting multi-sector collaborations. Our ideal candidate would have a background in water, environmental policy, infrastructure, or related fields of interest.

The Program Manager will be responsible for several programmatic initiatives, based on organizational needs, and the skills and interest of the Program Manager. For examples of current initiatives in the US Water Alliance's portfolio visit [www.uswateralliance.org](http://www.uswateralliance.org).

## Job Responsibilities

While the content and goals of each initiative may differ, the Program Manager will be responsible for managing the day-to-day activities of each initiative which include:

- **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, 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

- Minimum of 6 years of experience in related field; BA degree required and advanced degree preferred
- 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, able to work in a fast-paced environment with multiple priorities and deadlines
- A team player, with strong collaboration skills

## To Apply

Salary is based upon the candidate's experience and qualifications in line with the organization's budget. Excellent benefits including paid vacation, health, vision and dental insurance, and 401(k) retirement plan.

Please send resume and cover letter via email to: [HR@uswateralliance.org](mailto:HR@uswateralliance.org). Please include "Program Manager Application" in the subject line of your email.

*The US Water Alliance is committed to building and maintaining a diverse staff and a welcoming workplace.*