Training and Education Program Manager

The US Water Alliance is recruiting a Program Manager to advance our vision of a sustainable water future for all. This is an impact-ripe opportunity to accelerate the adoption of equitable and innovative water management practices and policies across the country through training and education.

*If you’re excited about this role and our vision, we encourage you to apply even if you don’t believe you meet every single requirement or qualification in this job description!*

About the US Water Alliance

The US Water Alliance advances policies and programs to secure a sustainable water future for all. Established in 2008, the Alliance is a nonprofit organization that brings together diverse interests to identify and advance common-ground, achievable solutions to our nation’s most pressing water challenges. Our members and partners include community leaders, water providers, public officials, business leaders, environmental organizations, policy organizations, and more. We:

- **Educate the nation** about the true value of water and water equity, as well as the need for investment in water systems. Our innovative approaches to building public and political will, best-in-class communications tools, high-impact events, media coverage, and publications are educating and inspiring the nation about how water is essential and in need of investment.

- **Accelerate the adoption of One Water principles and solutions** that effectively manage water resources and advance a better quality of life for all. As an honest broker and action catalyst, we convene diverse interests to identify and advance practical, achievable solutions to our nation’s most pressing water challenges. We do this through our strategic initiatives and programs such as our Water Equity Network, Equitable Infrastructure Initiative, and One Water Hub, which offer high-quality opportunities for adoption of best practices, knowledge building, and peer exchange. We develop forward-looking and inclusive water policies and programs, and we build coalitions that will change the face of water management for decades to come.

- **Celebrate what works in innovative water management.** We shine a light on groundbreaking work through storytelling, analysis of successful approaches, and special recognition programs that demonstrate how water leaders are building stronger communities and a stronger America.

For more information, please visit our website at: [www.uswateralliance.org](http://www.uswateralliance.org).
Position Overview

Reporting to the Director of Strategic Initiatives as part of the Alliance’s One Water Hub (which touches all programs), the Program Manager for Training and Education will spearhead Alliance efforts to help the field replicate successful models and turn ideas into actions. They will bring information, tools, and training to utilities across our member network and beyond, supporting local innovation adoption and success.

What You’ll Do

**Strategy, Training, Education: Co-Creation and Delivery**
- Collaboratively establish training and education curricula, modules, and key performance indicators that strategically support Alliance programs, grant and partner expectations, and our overall mission.
- In close partnership with Alliance program and communications staff, create and deliver on an annual work plan of training and education activities, including tactics such as One Water Leadership Institutes, peer learning exchanges, workshops, and virtual engagements on a variety of One Water-related topics for which this hire will determine and assess performance, advise training development from a learning pedagogy perspective, and support with logistics as needed.
- Ensure all Alliance trainings (virtual and in-person) occur with the highest standards of excellence in delivery—from pre-planning and agenda setting to day-of execution and follow-up with performance tracking.
- Maintain detailed and current database of all trainings for the US Water Alliance, including all past participants, curricula, agenda, slide decks, background materials, and performance measures.
- Partner with and support Alliance members and partners to participate as teachers, facilitators, and thought leaders throughout training and education activities. (For example, maintain a clear understanding of who participates in trainings and keep an active inventory of all training materials and documents.)

**One Water Summit and Delegation Programming**
- Support content development for One Water Summit by contributing to session brainstorming, descriptions, and speaker outreach.
- In partnership with communications and Summit staff, co-create and deliver year-round programming to support peer exchange across One Water Delegations, and in so doing, support Delegations with their individual commitments to action.

**Opportunity Development, Partnerships, and Train-the-Trainer**
- Coordinate with the Alliance communications staff to repurpose and evolve training and education materials for other communications needs and audiences.
- Identify, develop, and cultivate training and education partnerships that support the Alliance’s goals, considering opportunities like cross-platform promotion or joint programming.
- Assist with cultivating funding relationships that can support training and education costs the Alliance incurs or that would make training more equitably accessible to end audiences.
- Build capacity within and beyond the Alliance to deliver training and education programs so programs built can be delivered by multiple individuals and organizations.

**Budget and Grant Management**
Track related grant deliverables and impacts; contribute to timely reporting and funder updates.

Manage related expenses in line with approved budgets and expense tracking procedures.

**What you bring to this role**

The Program Manager for Training and Education will be thoroughly committed to the US Water Alliance’s mission. The successful candidate will be a dynamic and strong communicator, a trustworthy relationship builder and cultivator, a curious and voracious learner, and a team-oriented partner. They will be able to enhance the Alliance’s methodologies and approaches for training and education and work deeply with program staff to create training and education opportunities for members, partners, and the field. They enjoy and can operate at both strategic and implementing levels, often working on fast-moving projects on tight timelines.

**Education and Experience:**
- BA/BS in related field
- Minimum of four years of relevant professional experience with two years of experience and proven track record in training development and delivery
- Experience and exposure to the domestic water sector (e.g., water and wastewater utility management, sustainability, conservation, infrastructure, etc.) strongly preferred
- Experience and proficiency in design and content creation a plus

**Ability:**
- Exceptional written and verbal communication skills, able to clearly translate technical content and concepts into plain and engaging language

**Mindset:**
- Comfort and desire to engage frequently with Alliance members, staff, and partners by phone, over email, and in person
- Strong judgment, leadership, cultural competency, and interpersonal skills
- Experience supporting diverse teams and working to managing and facilitating teams of peers toward a common goal

**Compensation and Location**

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

**To Apply**

Please send your CV/resume, cover letter, and an original writing sample to hr@uswateralliance.org with “Application: Program Manager, Training and Education” in the subject line. **Applicant materials will be accepted through January 13, 2023.**

**What to Expect**

We'll review your application materials for experience, knowledge, and abilities required to successfully perform the job. Only those selected to advance in this process will be contacted for an interview.
Candidates must possess current and valid US Work Authorization and be eligible to work for any US employer without sponsorship.

As part of our standard hiring process for new employees, employment will be contingent upon successful completion of a background check.

If you require assistance due to a disability in the application or recruitment process, please submit a request to hr@uswateralliance.org.

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