Climate Action Program Manager

The US Water Alliance is recruiting a forward-thinking Program Manager to help grow our Climate Action program, which advances climate solutions and promotes resiliency, adaptation, and mitigation outcomes across the water sector.

*If you’re excited about this role and our mission, 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, water equity, and 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 Climate Action, the Climate Action Program Manager will develop and execute the project and initiatives in areas related to climate resilience, water equity, and achieving net-zero greenhouse emissions. Key objectives and activities include building a network of climate and water professionals to promote climate action and equitable water practices; collaborating with allied community organizations, water utilities, and experts to explore and promote these practices; and helping craft and tell compelling stories about One Water approaches that highlight the water sector’s potential as climate leaders.

What You’ll Do
Program Development and Delivery
- Collaborate with Alliance staff and partners to formulate program strategies, including creating and executing new initiatives and enhancing current programs.
- Contribute to the development, implementation, and evaluation of program projects and initiatives and ensure consistent delivery of high-quality work.
- Work closely with Alliance staff, consultants, and partners to integrate climate action and climate justice principles into the design and implementation of other Alliance programs.
- Implement and maintain efficient project and program management systems, including relationship management, grant management, and performance reporting processes.
- Develop and execute work plans to effectively manage program and project delivery, ensuring alignment with project schedules, budgets, and partner and funder expectations through adaptive management approaches.
- Support projects and initiatives with multiple project deliverables that require collaboration with internal staff and external partners.

Writing and Content Creation
- Produce and maintain reports, policy briefs, case studies, best practice recommendations, social media content, and other written resources and materials in collaboration with Alliance communications staff and consultants to support equitable climate action in the water sector.
- Develop content that captures, translates, and shares knowledge generated by projects and initiatives with Alliance members and various audiences and stakeholders.
- Serve as a program spokesperson and external ambassador for the Alliance, representing them through public presentations and participation in external meetings, conferences, and events.

Coalition Building and Stakeholder Engagement
- Lead and facilitate projects and initiatives with diverse stakeholders including water utilities, government agencies, academic researchers, engineering firms, water sector NGOs, community-based organizations, and environmental justice leaders.
- Organize and facilitate a wide range of events such as meetings, training workshops, peer learning exchanges, conference sessions, and other gatherings both in person and virtually. This involves designing meeting formats, securing suitable speakers, creating agendas and materials, facilitating discussions, tracking action items, and conducting evaluations and follow-up activities.
• Cultivate and manage strong relationships and establish new partnerships with Alliance members, water sector NGOs, consulting firms, and other relevant entities and community groups to advance program goals and outcomes.

Provide Organizational Support
• Participate in fundraising activities including (but not limited to) writing proposal narratives and reports to grantors and funders.
• Support consultant and vendor management by assisting with tasks such as developing and reviewing scopes of work, managing contracts and invoices, and ensuring deliverables meet high-quality standards.
• Contribute to the development, monitoring, and management of program budgets, actively tracking expenditures and ensuring the effective allocation of resources to support program goals and objectives.

What you bring to this role
Education and Experience
Required
• Bachelor's degree in relevant fields of study such as environmental or civil engineering, environmental science, public administration, public policy, sustainability, or urban and regional planning
• Five (5) years of professional experience in the water sector or related field
• Demonstrated experience in meeting and workshop facilitation and stakeholder engagement
• Background preparing written reports, briefing papers, presentations, or related materials

Desired
• Direct experience working to develop and implement climate, sustainability, environmental, social, and corporate governance (ESG) related projects or initiatives in the water sector
• Background in network and coalition building, leadership and capacity building, and/or program strategy development and execution
• Strong professional network of relationships in the water and climate sectors

Abilities
• Knowledge of climate change mitigation and adaptation practices such as nature-based solutions, energy management and recovery, climate vulnerability analysis, and climate-related risk and opportunity disclosures in water utilities and relevant sectors
• Excellent organizational and project management skills, including task planning and prioritization, budget and timeline management, and completion of grant reports
• Ability to effectively plan, organize, and lead productive meetings and events while fostering collaboration and active stakeholder participation
• Ability to collaborate effectively with diverse stakeholders and utilize inclusive approaches that engage historically underserved communities
• Strong written, interpersonal, and public speaking skills with the ability to convey complex information clearly and concisely; competency with visual design a plus
• Fundamental computer skills including Microsoft 365 (Word, Excel, PowerPoint, Teams, etc.), CRM software (e.g., Salesforce), and managing social media and collaboration platforms (e.g., LinkedIn Groups) a plus

Mindset
• Ability to learn quickly, adapt to changing priorities, and independently prioritize tasks and exercise sound judgment to identify and solve problems—acting within the broader program goals to ensure efficient workflow and successful outcomes
• Ability to maintain a positive, graceful, and professional demeanor while demonstrating passion and integrity in pursuit of the US Water Alliance’s mission
• Attention to detail and commitment to delivering high-quality work products

Compensation and Location
In addition to a competitive salary of $70,000 – $90,000 (commensurate with experience), 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: Climate Action Program Manager” in the subject line. Applicant materials will be accepted through August 21, 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 the successful completion of a background check.

The US Water Alliance is an equal opportunity employer committed to building and maintaining a diverse staff and a welcoming workplace for all. Applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status

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