Network and Development Manager

The US Water Alliance is recruiting a Network and Development Manager to advance our vision of a sustainable water future for all. This cross-team role is a new position at the Alliance and reflects the Alliance’s need to expand and strengthen operational processes as we increase opportunities to grow and mobilize our member and partner network to drive the One Water movement.

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 team working on the Alliance’s One Water Hub, the Network and Development Manager will lead Alliance efforts to implement data-informed decision-making, support and engage our diverse member network, and build the organization’s capacity to track and report our impact.
What You’ll Do

One Water Council Support
- Provide administrative and project management support for the One Water Council, including monthly agenda development, speaker outreach, note-taking and meeting summaries, and onboarding for new One Water Council members.

Membership and Network Data Analysis and Management
- Manage membership invoicing and annual renewal process.
- Develop and maintain a real-time membership recruitment database through the Alliance’s CRM.
- Help us refine our CRM architecture to meet more of our needs, particularly participation and engagement tracking among individuals and member organizations.
- Hold primary responsibility for ensuring data in Salesforce is up to date, helping input data directly and fostering staff accountability to input data.
- Build staff and organizational capacity to take advantage of Salesforce’s benefits.
- Integrate best practices into program operations and provide coordination and support across Alliance teams and functions.

Grant Processes Management and Impact Tracking
- Provide full logistical support for all philanthropic engagement on behalf of the Alliance, including tracking and implementing all grant submissions, reporting, and renewal processes, as well as helping ensure all Alliance proposals and reports are reviewed and submitted appropriately.
- Work with program teams to ensure appropriate and efficient data collection processes are in place to track progress against grant deliverables and objectives; support the Alliance’s capacity to take on federal grant-related tracking, submission of reports, and other requirements.
- Prepare and communicate insights from grant-related data for internal learning and planning, grant reports, and external engagements as needed.

Data Collection and Analysis
- Hold primary responsibility for organization-wide data collection efforts, including the member survey, State of One Water assessment, and the One Water Summit survey, working closely with program and communications staff on design and implementation.
- Support monitoring, tracking, and reporting on deliverables, milestones, and impact for grant-funded initiatives.
- Support the Value of Water Campaign Manager with the annual Value of Water Index as needed.
- Assess member and partner (such as One Water Delegations) engagement trends and survey results with an eye for opportunities the Alliance may have to expand or deepen engagement and better deliver on mission and membership value.

What you bring to this role
The Network and Development Manager will be thoroughly committed to the US Water Alliance’s mission. The successful candidate will be a self-starter, a problem solver, detail-oriented, and organized. They will be comfortable working collaboratively and efficiently to create new systems, lead implementation, and support colleagues to successfully meet new expectations. They enjoy ensuring
successful business processes and operating effectively at 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 at least two years of Salesforce design and implementation experience (Salesforce certifications a big plus)
- Experience with grant reporting, related requirements, M&E, or similar tasks to track progress against goals (experience with government grants a big plus)

**Abilities:**
- Exceptional organizational, data management, and analytical skills
- Clear communication skills. Comfort with facilitation, integrating feedback into process designs, and synthesizing and clearly presenting insights from data.
- Excellent with Microsoft Excel
- Comfort engaging with Alliance members and partners by phone and email.
- Integrity, positive attitude, mission-driven, and self-directed with a demonstrated passion for racial equity, the US Water Alliance’s mission, and commitment to working collaboratively with a talented and growing staff
- Exceptional judgment, leadership, and interpersonal skills

**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 two original, unedited writing sample to hr@uswateralliance.org with “Application: Network Manager” 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.