



Program Manager for Equitable Infrastructure

The US Water Alliance is seeking three (3) Program Managers to provide project management, research and writing, community engagement, facilitation support, and consultant and partner management. The Program Managers will serve as key leaders in the Alliance's Equitable Infrastructure initiative, which includes our federally funded National Environmental Finance Center, to support communities in gaining access to federal and philanthropic funding to build water and wastewater infrastructure in a way that supports equitable outcomes and that builds community resilience.

Federal funding for water infrastructure often flows through programs and agencies that make it challenging for lower income, underserved, or disadvantaged communities to access it. In this role, you have a chance to bridge that gap by building relationships with communities and working alongside those communities to help them obtain the funding they need.

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 is a member-supported national nonprofit that aligns diverse stakeholders to develop common-ground and transformational solutions to our nation's most pressing water challenges. Our nearly 200 members and partners include utilities, public agencies, community organizations, engineering and technology firms, environmental groups, agricultural interests, labor unions, researchers, artists and culture bearers, and many others. We:

- **Educate** the nation on the true value of water and engage an expanding base of One Water champions through mutual discovery, learning, and communications.
- **Initiate** new approaches and solutions to our most pressing water challenges, leveraging powerful partnerships, authentic engagement, and cultural strategies to advance One Water solutions.
- **Accelerate** the adoption and scaling of the mindset, practices, and policies behind the One Water approach to advance a better quality of life for all.
- **Celebrate** what works to advance the One Water movement and solutions to inspire and spread innovation in water system transformation.

For more information, please visit our website at: www.uswateralliance.org.

Position Overview

The Program Managers will project manage technical assistance for a variety of communities and will

support public and stakeholder engagement activities for those communities to ensure that the work of the Alliance and its partners is community centric. The Program Managers will also support a wide range of other projects that will require significant engagement with partners and superior facilitation skills. The Program Managers are responsible for the success of the Alliance's initiatives, ensuring seamless program delivery and quality. This position requires frequent travel.

What You'll Do

The Equitable Infrastructure program includes two main components. The first component includes working directly with 25 – 35 communities across the country per year to build their capacity to access and spend federal grant and loan money. Through this role, the Alliance works with a team of partners who provide financial, engineering, community engagement, and managerial assistance to communities. The second main component includes supporting training, facilitation, and peer learning for partners and communities receiving assistance.

Directly Support Communities

- Manage technical assistance efforts in multiple communities from intake through implementation.
- Travel to communities across the country to support public and stakeholder engagement events.
- Coordinate with other Alliance staff and partners to ensure that public input features strongly in the infrastructure recommendations that are provided by the Alliance and its partners.
- Research and understand the context and infrastructure challenges of each community to help inform community engagement efforts and contribute to team recommendations.
- Research potential solutions based on community needs and team recommendations.
- Prepare written summaries of research-related findings for the team and community stakeholders.
- Prepare and deliver research-related presentations to community stakeholders.
- Track and report on project progress.
- Support the development of outreach and engagement materials.

Provide Organizational Support

- Support the Alliance's network-building strategy by helping recruit and onboard new members, building effective partnerships, and engaging in coalitions for the organization.
- Represent the Alliance through in-person meetings, phone calls, conference attendance, and presenting at national meetings.
- Serve as an external ambassador for the Alliance through public speaking, relationship building, and coordinating strategic partnerships.
- Support fundraising activities as needed including (but not limited to) drafting program-specific content for proposals and meeting with philanthropic partners.
- Support One Water Summit as needed with logistical, programmatic, and operational tasks.

Additionally, Program Managers hired may support one of two focus areas:

Support Field-Building Activities

- Assist with proactive identification of communities to receive direct support from the Alliance.

- Conduct research related to funding needs and barriers, the economic impact of infrastructure funding, best practices for accessing funding, and other related topics.
- Prepare guidance documents and other resources related to research and lessons learned from direct community support.
- Support the development and facilitation of a peer learning network for communities receiving assistance from the Alliance and its partners.
- Support identification of in-kind partnerships and funding to leverage the Bipartisan Infrastructure Law in communities receiving assistance from the Alliance and its partners.

Manage Consultants and Other Project Partners

- Write scopes of work based on community needs that will directly engage consultants or other project partners.
- Review submitted proposals and select qualified partners to complete the work.
- Execute task orders.
- Manage and oversee the work completed by consultants and partners.
- Regularly check in with consultants, partners, and communities to ensure needs are met and working relationships are maintained.
- Respond to consultant and partner-related needs as they relate to community technical assistance.

What you bring to this role

Education and Experience:

Required:

- Bachelor's degree in related field; graduate degree preferred
- Minimum of five years of experience in a related field which can include project management, environmental consulting, research, public/stakeholder engagement, facilitation, professional writing, and/or policy

Desired:

- Experience working with utilities on water, wastewater, and/or stormwater matters
- Experience working with Microsoft Excel, ArcGIS, and/or Adobe Creative Suite

Abilities:

- Strong project management skills
- Ability to operate independently to complete tasks
- Excellent research, writing, editing, and verbal communications skills
- Ability to operationalize tasks and outputs from scopes of work
- Ability to launch, implement, and successfully complete project or program deliverables independently
- Demonstrated capacity for critical, independent, and creative thinking
- Demonstrated ability to deliver strategic results while functioning on a high-performing team
- Well-organized with the ability to operate at strategic and tactical levels, often working on fast-moving projects on tight timelines

- Comfortable working collaboratively and efficiently to create new systems, lead implementation, and support colleagues and interdisciplinary teams to successfully meet expectations

Mindset:

- Passion for water, sustainability, and the mission of the US Water Alliance
- Committed to and have experience with principles of diversity, equity, and inclusion at the institutional and interpersonal levels
- Dedicated to team success
- A self-starter, a problem solver, and detail-oriented
- Flexibility and openness to changing conditions

Compensation and Location

In addition to a competitive salary of \$70,000 – \$90,000*, 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 on-site events, gatherings, and program and/or development needs.

*The actual salary offer will carefully consider a wide range of factors including skills, qualifications, education, training, experience, and internal equity.

To Apply

Please send your CV/resume, cover letter, and a writing sample to hr@uswateralliance.org with “Application: Program Manager for Equitable Infrastructure” in the subject line. The writing sample should include a policy analysis, report, article, or related materials. **Applicant materials will be accepted through October 7, 2024.**

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.