

WaterNow Alliance Program Manager WaterNow Alliance (www.waternow.org)

About WaterNow Alliance and Multiplier

WaterNow is a network of local water leaders dedicated to advancing sustainable, equitable, affordable and climate resilient water strategies nationwide. Our mission is to accelerate the transition to a more sustainable and equitable water future, bringing innovative solutions to scale by empowering local decision makers responsible for 95% of the spending on water infrastructure. WaterNow is an independent operating division of Multiplier, a nationally recognized nonprofit with a growing portfolio of innovative initiatives that conserve and protect a sustainable and resilient world (www.multiplier.org).

Position: Program Manager

The Program Manager (Manager) is a full-time position and a core member of the WaterNow team, reporting to the Director of Strategic Projects. The Manager is primarily responsible for managing hands-on projects in collaboration with utility partners, advancing key state and federal policy initiatives, and supporting member engagement and outreach. Within WaterNow's mission-oriented suite of environmentally sustainable water solutions, this position will focus primarily on stormwater and flood management, urban water demand management, and water equity through tools such as green infrastructure, programs supporting the creation of affordability programs and equity initiatives, water conservation and efficiency, water reuse, and integrated water and land use planning, among others. This is a growth opportunity position with a focus on professional development and career advancement.

We recognize that each applicant for this role will bring unique skills, knowledge, experiences, and background to this position, lending his/her/their particular assets to WaterNow's trajectory. We welcome diverse experiences and perspectives in our applicant pool, and will be seeking candidates passionate about WaterNow's mission and approach, with demonstrated interest in working in a not-for-profit environment.

Program Manager Responsibilities and Activities:

The Program Manager will be involved in all elements of WaterNow's program of action. Specific accountabilities will include:

- Implementation of [WaterNow's Project Accelerator](#) programs. In close coordination with the Director of Strategic Projects and the Colorado Basin Program Manager, work directly with local utilities and municipalities to implement sustainable water projects. Core may tasks include:
 - Project management, working directly with utilities/municipalities on project design and implementation; developing and monitoring project plans.
 - Conducting research, interviewing stakeholders, data analysis, and preparing key materials.
 - Outreach to potential participants through blogs, email, and social media content creation, etc.
 - Developing presentations and other content summarizing project success and sharing findings.
 - Working with the team on Project Accelerator strategy and expansion nationally.

- Implementation of WaterNow's [WaterSMART initiative](#), which connects WaterNow members and utility partners to state and federal funding opportunities and provides application support around grant reporting, metrics tracking, and planning and strategy. Core tasks include:
 - Planning and strategy related to WaterSMART and other funding options.
 - Planning webinars to generate excitement and interest in the WaterSMART initiative.
 - Communications and outreach about the WaterSMART initiative and WaterNow's array of services for applicants.
 - Assist on grant reporting and metrics tracking.
- Build and maintain constructive relationships with key local partners, water innovators, and utility staff and management in developing and executing projects and policy initiatives.
- Represent WaterNow at conferences, seminars, and meetings.
- Plan, coordinate and lead occasional stakeholder meetings, in-person briefings, and webinars.
- Serve alongside other thought partners on WNA on overall planning and strategy.
- Research and analyze water policies, programs, and resources that advance local, state and federal-level sustainable water management practices. Core tasks include:
 - Connect WaterNow members and utility partners to state and federal funding opportunities and provide application support.
 - Support the Tap into Resilience initiative, by identifying opportunities for accelerated investment in sustainable water strategies and opportunities to remove obstacles to the implementation of sustainable water solutions.
 - Other research needs as they arise.

Qualifications

- 4-year college degree (required); relevant master's degree preferred.
- At least 3 years relevant work experience in water use efficiency, environmental management, and/or resource management fields, preferably working directly with sustainability programs in the NGO, investor, corporate, academic or government sectors.
- Technical experience working at or with utilities on stormwater management, water equity and affordability, water efficiency, demand management, integrated water and land use planning, and/or related issues.
- Excellent research and analytical skills based, in part, on technical experience (e.g., in a field like economics, environmental studies and/or public policy). Familiarity with data analysis tools, such as R, Excel, and ArcGIS, desired but not required.
- Strong project management and organizational skills, with attention to detail, able to meet deadlines and follow-through.
- Excellent written and verbal communication skills, and strong public speaking skills.
- Familiarity with communications and outreach platforms, such as MailChimp, Canva, Adobe, and social media channels, desired but not required.
- A motivated self-starter who can develop strong and trusted networks of stakeholders.
- Ability to work both independently and as part of a team in a fast-paced environment.
- Demonstrated experience managing and maintaining compliance with public and/or private grant obligations.
- Proficiency in Microsoft Office, Salesforce, Zoom meetings and webinars, MacOS, and Google Suite. Experience with web-based project management applications desired but not required.

Location

This position is available for remote candidates. WaterNow Alliance is based in San Francisco and in order to collaborate as a team, we will encourage travel to San Francisco at least 2-3 times per year for in-person meetings. Given this position will work closely with the WaterNow team in San Francisco, this person will be available during Pacific Time working hours (as needed).

Salary and Benefits: WaterNow offers an attractive compensation and benefits package. The salary for this position starts at \$52,000 and is negotiable commensurate with experience. Benefits package includes a 3% retirement match as well as health, dental, vision coverage and more.

Applications

Please provide a resume and cover letter that describes your interest in this position, your relevant qualifications and experience, your availability and salary requirements. Please also submit a writing sample that showcases some relevant work in the water or land-use arena. Applications will be accepted until the position is filled. Applications can be sent to jobs@waternow.org. We're a small team and respectfully request no follow-up calls or emails.

Multiplier and WaterNow Alliance celebrate diversity and are committed to building teams and partnerships that represent a variety of backgrounds, perspectives, and skills. Multiplier and WaterNow Alliance are also committed to providing an environment of mutual respect that is free from discrimination and harassment. Multiplier and WaterNow Alliance prohibit discrimination in their governance, programs and activities on the basis of race, color, national origin, age, disability, religion, gender, sexual orientation, gender identity, genetic information, political beliefs, reprisal, marital status, amnesty, status as a covered veteran, because all or part of an individual's income is derived from public assistance, or for any other non-merit-based factor.